Pixley ka Seme District Municipality Annual Report 2011/12

Contents

1. Chapter 1: Introduction and Overview

1.1. Foreword by Executive Mayor

It is an honour and privilege for the Pixley ka Seme District Municipality, to report to our stakeholders, partners and communities in the district, province and country, about all our programmes and activities for the financial year 2011/12.
It is our legislative and constitutional mandate to account to the public on how we spent their hard-earned money in an attempt to better the lives of the people of the Pixley ka Seme District.
During the financial year under review, the African National Congress, which is currently the ruling party, celebrated 100 years of struggle, indeed a selfless struggle against racial domination and oppression. It has been a hard, fierce and protracted struggle, which saw the ANC being forced into exile in the early sixties, facing the brutality and military onslaught from the then apartheid regime, emerging in the eighties as the undisputed leader of the oppressed majority in South Africa and forcing the previous regime to the negotiations table in the early nineties, which ultimately led to the first democratic elections on the 27th of April 1994.
We salute all the founding members of the ANC, its former Presidents which led this glorious Movement and all the people who laid down their lives in defence of freedom and democracy for the contribution they have made to ensure that today we enjoy the fruits of democracy and freedom.

During the financial year under review, we had the privilege of hosting the delegation from the National Council of Provinces in our district for a week during the second week of April 2012. As the District Municipality, we had the privilege of presenting our Service Delivery and Audit Report to members of the NCOP in Colesberg on the 17th of April 2012. Our report was overwhelmingly welcomed by members of the NCOP, which was a positive indication that as administrators and politicians in the District we are living up to our vision of “setting the district on new growth path for better service delivery”.

We also had the privilege of having been identified as a pilot District in the country for the implementation of the National Health Insurance scheme. We hosted the National Minister of Health, Mr Aaron Motsoaledi, from the 6th to 8th of May 2012 in our district, in which he met with different stakeholders, partners ranging from communities, ward and district councillors, regional political leadership and structures, district departments, school principals SGB members, health officials, practitioners and health unions around the implementation of NHI scheme.

The Ouboks Housing Project is performing very well and is rated amongst the best performing projects in the province in terms of delivery and with the least number of challenges. We can proudly report that the district Municipality has already completed about 1050 housing units.

In our attempt to promote public participation, we took our programme “Council Meets the People” to all corners of the district, even to most rural and farming areas of Siyancuma, where people had an opportunity to interact with their councillors around their challenges, concerns and needs. We must say that these are indeed valuable and constructive engagements where communities seriously and robustly engage us with regard to service delivery issues.

Nelson Mandela-Day, which is now internationally recognised, was also celebrated by the Pixley ka Seme District Municipality. Councillors and members of staff ensured that Pixley ka Seme District Municipality participate fully and contributed to the development and upliftment of the least-privileged amongst us. We need to ensure that Pixley ka Seme District Municipality spreads its wings through-out the entire district, from the next financial year.

To assist local municipalities in terms of public participation, we also embarked on a programme to train ward committee members around their roles and responsibilities. We also received positive feedback from these committee members and municipalities with regard to how this training has assisted them to carry out their responsibilities more effectively and efficiently.

The Pixley ka Seme District Municipality also played its part in the last ward-delimitation process, led by the Municipal Demarcation Board, in preparation for the 2011 local government-elections. This was an important process, as it allowed input by the general population. It also provided the government-agencies space and time to optimally prepare for the 2011 local government-elections.

We are seriously inviting members of the public to critically and honestly read this annual report and to give us feed back with regard to the quality of the services we are rendering to our stakeholders, partners and communities.

During the next financial year we commit ourselves to double our efforts to ensure that we live up to our vision of “setting the district on a new growth path for better service delivery.

1.2. Executive summary

Pixley ka Seme District Municipality is still firmly rooted and committed to ensure that the key service-delivery priority-areas of the current administration are realized in the district. We are strongly of the view that Pixley ka Seme district, being rural in nature, with sheep-farming and agriculture being one of the key economic drivers, makes a very good case for rural development.

It was during 2011-2012 that Pixley ka Seme District Municipality actively assisted the Umsobomvu Municipality in its bid to have the Northern Cape University constructed in Colesberg. To Pixley ka Seme District Municipality, Colesberg was ideally located to host the first-ever university of the Northern Cape. We were strongly of the view that awarding the university to Colesberg was going to stimulate the economy of the district, to increase the levels of literacy in the district and province, to enhance rural-development, as well as boosting the employment-figures in the district. We further viewed this as the opportunity to have at least one anchor-project in the district, which could have led to many other opportunities. Pixley ka Seme District Municipality will follow the progress of the university with keen interest, in the hope that the district will still be considered for one of the satellite-campuses, or to have the current FET-College linked to the university.

It was also during this financial year that Pixley ka Seme District Municipality started to experience the positive results of its investment in the economic development of the district. Development-programmes and plans initiated during the 2010-2011 financial-year started to produce results in this financial-year. Pixley ka Seme District Municipality, in collaboration with local municipalities, provincial-government, national-government and the private sector, ensured that the district enjoys national and international recognition as one of the preferred districts in the country for the development of renewable energy.

The 2011-2012 financial year also saw Pixley ka Seme District Municipality continuing its administrative and other support to all local municipalities in the district. The support was in the form of Shared Services, Legal Services, Internal Audit, Council and community-structures.

Pixley ka Seme District Municipality is also proud of the fact that its' entire senior management-team complies with the minimum competency-levels and have all achieved their CPMD-qualifications some during 2011-2012. This serves to show that Pixley ka Seme District Municipality takes the issue of the education and training of it's employees very seriously.

The management of Pixley ka Seme District Municipailty acknowledges the regress in relation to the 2011-2012 Auditor-General report. The institution enjoyed an unqualified report in 2010-2011, whilst it now has a qualified report. The institution will be putting measures in place to ensure that by 2014 it enjoys a clean audit-report.

The administration of the Pixley Ka Seme District Municipality is divided into different components in order to effectively execute its mandate. The administration of the District Municipality is divided into two major components, viz:

- Departments with Senior Managers as executing officers
- Units, with manager as operational heads.

- These units operate from the Office of the Municipal Manager. The specific Departments are as follows:
- Local Economic Development
- Communications
- Office of the Mayor
- Office of the Municipal Manager
- Shared Services
- Corporate Services
- Technical Services
- Office of the CFO (Financial Department)

Specifically the units can be broken down as follows:

Local Economic Development
This unit provides support and advise to local municipalities, business, sector departments, development finance institutions, agencies, non-governmental organisations and other relevant bodies, by creating an enabling environment for growth and development in the District. The objectives of the unit are:

To promote Local Economic Development in the region
Create an enabling economic environment for investment

Increase SMME promotion

Communications

The Communication Unit has four broad areas of focus aimed at providing communication services to communities, municipalities, district departments, various stakeholders, partners, internal staff members and the public with the purpose of achieving the developmental objectives. These areas include:

- Communication Forums,
- Internal and External Communication Campaigns,
- Capacity Building and
- Creating Access through communications

- The objectives of the unit include:
- To give communications coverage to the programmes and projects of the Executive Mayor and Councillors
- To make the District Municipality relevant by communicating its key programmes
- To provide communications support to the Local Municipalities by communicating their programmes and projects

Office of the Executive Mayor

This office serves as a very important interface between the Office of the Municipal Manager and the political-office bearers, led by the Executive Mayor. The objectives of the unit are:

- To provide assistance and advice to local municipalities on service-delivery challenges.
- To advise on implementation of municipal turn-around strategies
- To support to local municipalities on establishment, training and sustenance of ward-committees
- To help with the realization of Operation Clean Audit 2014
- To establish and maintain networks between the different spheres of government and the Pixley ka Seme District Municipality.

Shared Services

The Department has three main focus areas and these are planning, human resources support and environmental health support. The objectives of the Department are:

- To support the planning and implementation management process of local municipalities within the district.
- To assist municipalities with compilation of WSP.
- To provide performance management related support to municipalities.
- To provide Human Resource Management related support to municipalities
- To ensure effective provision of environmental health services
- To ensure the Management of Service partnerships.

Corporate Services

The department has six main focus areas: Support and Social Services, Good Governance and Public Participation, Administrative support to other departments and council, Disaster Management, Legal Services and Basic Service delivery and housing.

The objective of the department is**:**
To ensure that the municipality is provided with efficient and effective support services in relation to Human Resource, Legal, Support Services and the delivery of Basic Services.

Technical Services
The department has seven main focus areas: Financial Management, Project Identification / Feasibility process, Contract Management, Monitoring Database, Project Management and Evaluation, Operation and Planned Maintenance, Community Liaison / Development.

The objective of the department is**:**
To provide new and refurbished infrastructure for previously disadvantaged communities, through the different infrastructure grants
To assist Local Municipalities with the Contract Management of the infrastructure projects and with Operation and Maintenance of Water, Sanitation, Internal Roads and Storm-water infrastructure.

Office of the Chief Financial Officer
The department has eight main focus areas: Financial administration/auditing/monitoring, collecting revenue, expenditure management, salaries (Councilors & Officials), supply chain management, financial reporting, project administration and financial administrative assistance to local municipalities.

The objective of the department is to offer professional and financially sound support and advise to our clients (internally & externally)

Internal Coordination
The Municipal Manager convened senior management meetings with all Senior Managers on a regular basis to plan and strategize for programme implementation. The Municipal Manager also held regular meetings with the heads of the units within the various Departments to solicit the successes and challenges and promote mutual learning for improved performance. The Municipal Manager further held meetings with all employees of the District Municipality, twice a year as part of the process of the development of a strong corporate culture within the organisation. He also held regular separate meetings with the Office of the Mayor.

From vision to effective action

Pixley ka Seme District Municipality hereby declares that we are on the pathway to our future, where we acknowledge that the character of our future will be determined by how well we execute our strategy. This is informed by our vision; decided by our mission; and based on our values; and so we manage and monitor our progress, and through these tools our very being will so be tested.

Vision: **What we see as the future we will achieve by pursuing what we exist for.**

Mission: What we exist for.

Values: Who we are.

Strategy: The above results in a clear plan of activities to be pursued to achieve the vision

Therefore Pixley Ka Seme District Municipality will be providing a service our communities and clients guided by the following:

Vision

“Pixley Ka Seme District Municipality, Pioneers of Development, a Home and Future for all!!!”

Mission

The Pixley Ka Seme District Municipality will achieve its vision by:

- Using the integrated development planning process to create a home for all in our towns, villages and rural areas;
- Promoting economic growth that is shared across and within communities;
- Providing political and administrative leadership in the development planning process
- Ensuring that we get the sustainable delivery of basic services right;
- Mainstream integrated planning in the operations of our municipalities;
- Focusing on integrated planning as a means of building stronger communities and building bridges between communities;

Values

Pixley ka Seme is committed to promoting a set of values consistent with human qualities and professional excellence, aimed at serving the community and global society.

These values are:

- **Integrity;** Our organisation will be viewed by those, both within and without, as honest and upstanding

- **Excellence;** We are never satisfied with yesterday’s way of doing things and are always looking for new ways to do our work better, faster and smarter.

- **Inspiring;** We will always seek to create an environment where others may learn, grow and be fulfilled and reach their full potential.

- **Caring;** We will always be sincere and be truthful to ourselves and our clients. We will live for each other as a team.

- **Respect**; We will show respect, trust and loyalty to our colleagues and clients by dealing with them in an open and honest manner
- **Resourceful;** We shall use all our resources to demonstrate our capabilities and service excellence in order to stay relevant in our market place
- **Total Quality Management;** Everything we do will be to the best quality, we will put in place all systems aimed at ensuring that.
- **Commitment to the spirit of the African Renaissance;** Everything we that we will be done with the understanding that it for the good of not just our South African Community but for the renewal of Africa at large.
- **Quality transformational leadership:** We will be exemplary at all times and strive to be good ambassadors of this institution..

Predetermined Objectives of Pixley ka Seme Distrct Municipality in relation to the National Outcomes of Government

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
RESPONSIVE, ACCOUNTABLE, EFFECTIVE AND EFFICIENT LOCAL GOVERNMENT	Implement a differentiated approach to municipal financing, planning and support	There should be granted more autonomy in respect of infrastructure and housing delivery	The district must ensure that the infrastructure development in the different local municipalities is properly facilitated with local role-players and as a housing agent that local Municipalities is more involved in the planning and implementation of the projects and programmes	That the district Municipality create forums and platforms within which the local municipalities can participate with regard to the planning and implementation of the infrastructure and housing programmes within which the district is	That the District set up forum for the Local Municipalities to participate in planning and implementation of programmes and project in specific localities	30 June 2012	Corporate Services and Technical Services

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
				assisting local municipalities			
		We should design a much focused intervention that is limited to producing IDPs that are simplified to focus on planning for the delivery of a set of 10 critical municipal services.	The District must facilitate and assist local municipalities in simplifying their IDP documents to make the Documents more user friendly	That the District Municipality facilitate and assist the local municipalities in simplifying their IDPs	That the District determine a set of Development priorities for the region and facilitate the buy in of local municipality into these Development Priorities for the local municipalities to use these as the common set of priorities for the region	30 June 2014	Municipal Manager/ Office of the Executive Mayor/ Shared Services
		IDP should also be supported by a simple revenue plan that will better manage costs and enhance the management of revenue.	To promote integrated planning and development in order to eradicate fragmented service delivery by ensuring that the district creates a central	Explore the co-existence of the Central Planning Forum with the District IGR and develop terms of references for the process	A report that details how the Planning Forum will co-exist with other legislative fora in the district	30 June 2012	Shared Services and Technical Services

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			forum for planners (IDP, LED etc.) that will focus on issues beyond the normal basket of service of water and electricity in the district.	The creation of a central planning forum for integrated planning in the District	Holding planning meetings that will be a feeder into the District IGR at least 4 times a year	Quarterly meetings	Shared Services and Technical Services
				Reporting to the District IGR as per the investigation in 1 above.	Submission of reports to the various fora	29 February 2012	Shared Services and Technical Services
				Developing a tailor made support programme for local municipalities	Reporting to the Office of the MM on the municipal planning support	31 March 2012	Shared Services and Technical Services
		Ensure that the critical posts of Municipal Manager, Town planner, Chief Financial Officer and Engineer/technical services are audited and filled by competent and suitably qualified individuals	All these posts are filled by competent people but the national prescribed “suitably qualified” must be developed and implemented	That all the senior managers of the municipality be suitably qualified before the cut-off date	That the Municipality send all the senior managers on accredited training courses to ensure their	31 December 2012	Municipal Manager

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
		Ensure that the performance contract of the municipal manager should be concise and crisp, based on the 3 items above	The performance contract of the municipal manager should include the strategic development of the institution in transforming the institution into a performance driven authority	That the Municipal Manager include performance driven objectives in the performance agreements of the senior managers	That all performance agreements of the municipality be directly linked to SMART KPIs and that reporting formats reflect that	31 December 2012	
	Improving Access to Basic Services	In respect of this output the following targets for improving universal access are set for the period ending 2014: - Water from 92% to 100% Sanitation from 69% to 100% Refuse removal from 64% to 75% Electricity from 81% to 92%	Develop an elaborate programme of strengthening local municipalities and how they can utilise the district municipality to improve service delivery	Align the outcomes of the municipal support programme with the CFOs Forum of the District	Synchronized plans for municipal improvement	30 June 2012	Finance
				Budget for municipal support based on the support programme	Budget for municipal support	30 June 2012	Finance
				Reporting on the implementation of the support programme budget	Reports on	30 June 2012	Finance

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
	Implementation of the Community Work Programme	The CWP is a key initiative to mobilize communities in order to provide regular and predictable work opportunities at the local level. This is a ward-based programme the idea being to identify 'useful work' ranging from 1- 2 days a week or one week a month initially targeted at the poorest wards. The target is to implement the CWP in at least 2 wards per local municipality. The overall target for CWP job opportunities created by 2014 is 4.5million. By 2014 at least 30% of all job opportunities must be associated with functional cooperatives at the local level.	To facilitate the creation of as many as possible sustainable jobs, ensuring food security and improving the living conditions of communities by implementing projects in the community. Create co-operatives	Integrate CWP with other job creation projects and to position the municipality to participate in the facilitation and management of the CWP programme	Report on jobs created. Start Community Food gardens, monitor and assist and report and progress as well as the facilitation of the programme in the local municipalities	30 June 2012	Technical and LED

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
	Actions supportive of the human settlement outcomes	On spatial aspects to overcome the apartheid legacy, actions supportive of the human settlement outcomes need to initiated such as increasing densities in metros and large towns, release of public land for low income and affordable housing to support the delivery of 400 000 housing units on "well located land" with a 30 to 45 minute journey to work and services and using less than 8% of disposable income for transport by 2014.	The municipality can assist the local municipalities in the spatial planning of human settlements	That the municipality facilitate the development of spatial development Frameworks for local municipalities in the compilation and review of the SDF's of the local municipalities as well as on district level	That the District review its SDF by 31 December 2013 and assist and facilitate the review of all 8 local SDF's by 31 December 2014	31 December 2014	Shared Services
		Other targets closely related to human settlements is supporting the expansion of the national upgrading support programme	The District Municipality as the accredited Housing authority assist the local municipalities to participate in the	That the District Municipality assist local Municipalities to upgrade informal	That the district facilitates the process of participation of the 8 local municipalities in the upgrading of informal settlements	30 June 2013	Technical Services

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
		in 45 priority municipalities to facilitate the upgrading of informal settlements. In this regard the grading and rezoning of informal settlements by the priority municipalities is crucial.	upgrading of informal settlement even if not part of the 45 priority municipalities	settlement to formal settlements	by reporting on the needs of the municipalities and assists them with supporting applications. The municipality must submit 1 application per municipality per annum		
		A national coordination grant framework should be developed and monitored by COGTA with the relevant departments to better align the Municipal Infrastructure Grant (MIG), the MIG Cities instrument, the Housing Subsidy Grant, the National Upgrading Support Programme and all other local government grants that impact on local	To consolidate grants, limit the role of provinces to direct housing development	That the District Municipality align themselves to assist local municipalities in professionally implement project in terms of all the grant prescriptions	That the municipality through their PMU unit market themselves to assist local municipalities in implementing and report on implementation of grant funding	30 June 2012	Technical Services

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
		communities.					
	Deepen democracy through a refined Ward Committee model	Strengthening our people-centred approach to governance and development is a core part of the building the developmental state in this country	The District Municipality should facilitate and assist the local municipalities in developing a ward committee system that will ensure a people-centred approach to governance and development in each of the local municipalities	That the District Municipality develops a programme to assist the local Municipalities in developing a tailor-made ward commit functioning system for the municipalities	That the district have 1 meeting per municipality to evaluate their current ward committees' operations report on that at the District IGR	30 June 2012	Office of the Executive Mayor
		Legislative framework for Ward Committees and community participation must be reviewed and strengthened to broaden participation of various sectors and to propose revised / new responsibilities and institutional arrangements for Ward Committees	The District should participate in the fora established to develop a legislative framework for Ward Committees	That The District participates in all available fora to them.	That the District Municipality as part of the DIGR on prepare a submission to stimulate the discussions on a legislative framework for Ward Committee operations	30 June 2013	Office of the Executive Mayor

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
		New approach must be found to better resource and fund the work and activities of Ward Committees.	The District should participate in the fora established to develop a funding and resource model for Ward Committees	That The District participates in all available fora to them.	That the District Municipality as part of the DIGR on prepare a submission to stimulate the discussions on a funding and resource model for Ward Committee operations	30 June 2013	Office of the Executive Mayor
		Various support measures must be put in place to ensure that at least 90% of all Ward Committees are fully functional by 2014.	The District should assist local municipalities in capacitating and training ward committees	That the District Municipality facilitate assist municipalities in the capacitating and training of Ward Committees	That the District Municipality develops a programme to assist local municipalities in the capacity building of the ward committees to strengthen the functionally of the ward committees in the district	31 December 2014	Office of the Executive Mayor
	Administrative and financial capability	Municipalities with unqualified audits to increase from 53% to 100%.	Engage the office of the Auditor General on exceptions and exclusions in order to address the shortcomings in the SCM process and	Convene a district CFOs forum to highlight audit issues related to SCM and other issues	A report on the forum	Quarterly reports	Municipal Manager and CFO

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			report to council regularly on the measures put in place and at the same time ensure that the DM achieves a favourable audit outcome	Receive the responses to the issues raised by the municipalities and in some cases develop common responses to the issues	Common response to the issues	30 June 2012	CFO
				Engage the Office of the AG on these matters	Meeting with the Office of the Auditor General	Bi-annually	CFO
				Engage communities on Audit issues in an effort to restore public confidence	Two Community meetings per annum	Bi-annually	CFO and Office of the Executive Mayor
			Engage in a process of business development and or growth that will ensure that the SCM issues are able to promote an effective business environment and	Develop a district LED Strategy that focuses on SMME development	A strategy document	30 June 2012	LED Manager

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			at the same time increase the business confidence in the area				
				Prioritise the support and the fast tracking of SMMEs the competitive environment	An SMME support strategy	31 December 2012	LED Manager
			Improve the district planning capacity in an effort to ensure that district Influences the local municipal budgeting process in an effort to ensure uniform results and minimal competition for	Align the outcomes of the municipal support programme with the CFOs Forum of the District	Synchronized plans for municipal improvement	30 June 2013	Finance
				Budget for municipal support based on the support programme	Budget for municipal support	30 June 2012	Finance

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			resources.	Reporting on the implementation of the support programme budget	Reports on	30 June 2012	Finance
		The average monthly collection rate on billings to rise to 90%.	The District Municipality has the capacity to assist local municipalities in developing and implementing procedures to reach this target	That the District Municipality through the different fora interact with the local municipalities in to determine the need and plans for assistance	That the District Municipality prepare an Assistance Plan and Procedure and present it to the Mayoral forum as well as the CFO forum	31 December 2012	Finance
		The percentage of municipalities with debtors more than 50% of own revenue to be reduced from 24% to 12%.	The District Municipality has the capacity to assist local municipalities in developing and implementing procedures to reach this target	That the District Municipality through the different fora interact with the local municipalities in to determine the need and plans for assistance	That the District Municipality prepare an Assistance Plan and Procedure and present it to the Mayoral forum as well as the CFO forum	31 December 2012	Finance

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
		The percentage of municipalities that are overspending on OPEX to improve from 8% to 4%.	The District Municipality has the capacity to assist local municipalities in developing and implementing procedures to reach this target	That the District Municipality through the different fora interact with the local municipalities in to determine the need and plans for assistance	That the District Municipality prepare an Assistance Plan and Procedure and present it to the Mayoral forum as well as the CFO forum	31 December 2012	Finance
		The percentage of municipalities' under-spending on CAPEX to be reduced from 63% to 30%.	The District Municipality has the capacity to assist local municipalities in developing and implementing procedures to reach this target	That the District Municipality through the different fora interact with the local municipalities in to determine the need and plans for assistance	That the District Municipality prepare an Assistance Plan and Procedure and present it to the Mayoral forum as well as the CFO forum	31 December 2012	Finance
		The percentage of municipalities spending less than 5% of OPEX on repairs and maintenance to be reduced from 92% to 45%.	The District Municipality has the capacity to assist local municipalities in developing and implementing procedures to	That the District Municipality through the different fora interact with the local municipalities	That the District Municipality prepare an Assistance Plan and Procedure and present it to the Mayoral forum as well as the CFO forum	31 December 2012	Finance

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			reach this target	in to determine the need and plans for assistance			
	Single window of coordination	Review local government legislation, finalise changes in relations to powers and functions and review the intergovernmental fiscal framework	Ameliorate the strain on DM resources by engaging the political leadership of the local municipalities in the non-payment of subscriptions to DM in an effort of ensuring that they buy into the process and at the same time ensure that they hold the administration accountable for the subscriptions	Hold meetings with the local municipalities on the non-payment of subscriptions	Meeting with Mayors	30 June 2012	Municipal Manager
				Revise/ Develop a MOU for the subscriptions and support service to municipalities	MOU	30 June 2012	Municipal Manager

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			To strengthen the capacity of local municipalities to communicate with their stakeholders and as such ensure the eradication of the lack of information of communities and ensure that they are informed about local government in general.	Through central planning forum, develop a programme for community participation in the programmes of municipalities	A programme on community participation	30 June 2013	Manager in Office of Executive Mayor
				Attend the community meetings as a matter of alignment	A report on the community meetings	30 June 2013	Manager in Office of Executive Mayor
				Develop a programme that will include communities in the affairs of council such as mock councils in order to improve community confidence in local government	A programme on the alternative communication mechanisms	30 June 2013	Manager in Office of Executive Mayor

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			To have a strong District Municipality that supports local municipalities by commissioning a detailed study of the role of the district municipality and how it can remain relevant	Developing a final set of terms of references for the study	Final brief for the project	30 June 2013	Office of the Municipal Manager
				Commission the study	Final Report	30 June 2013	Office of the Municipal Manager
				Implementation of the recommendations of the project	Implementation report	30 June 2013	Office of the Municipal Manager
				Develop a system/strategy that will ensure that the district leverages more external funding, i.e. other grants such as the neighbourhood development grant etc. and as such ensure that the DM is less grant dependant	Meetings with Provincial and National Departments to access funding for the region and meetings with the local municipalities to assist with business plan for these funding	30 June 2013	Office of the Municipal Manager, shared Services and PMU

NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			To effectively engage in the PIGF and other related fora in order to ensure that there are improved relations and better compliance across the various spheres of government	Develop terms of references and monitoring systems for the various inter-governmental and inter-sphere structures in order to regulate the functions and effectiveness	A document analysing, regulating and guiding the function of the inter-governmental and inter-sphere structures	12-Dec	Office of the Municipal Manager
				Hold regular one-on-one meetings with the various sector partners to discuss issues of common interest and compliance	A report on the engagements submitted to council	Four per annum	Office of the Municipal Manager
			To improve the relations with other political offices by developing a programme of engagement between the	Develop a programme for the critical office bearers based on the various pieces of legislation	A programme of all engagements in order to ensure legislative compliance	30 December 2012	Office of the Mayor

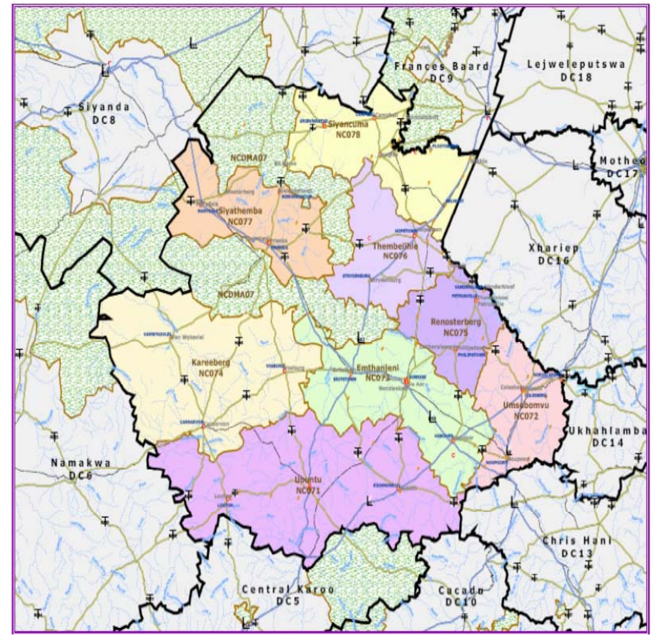
NATIONAL OUTCOMES			MUNICIPAL DETERMINATION OF PREDETERMINED OBJECTIVES				
NATIONAL OUTPUT	**NATIONAL SUB-OUTPUT**	**DEVELOPMENT PRIORITY**	**STRATEGIC OBJECTIVE**	**STRATEGY**	**KEY PERFORMANCE INDICATOR**	**TIMEFRAMES**	**RESPONSIBILITY**
			mayor and the political leadership at both national and province in order to ensure the total realisation of council objectives				

1.3. Overview of the municipality

The Pixley ka Seme District lies in the south-east of the Northern Cape Province and shares its borders with three other provinces, namely, the Free State to the east, the Eastern Cape to the south-east and the Western Cape to the south-west. It is one of five district municipalities in the province and is the second largest covering a total surface area of 102 727 km².
It consists of 8 category “B” municipalities, namely: Emthanjeni, Kareeberg, Renosterberg, Siyancuma, Siyathemba, Thembelihle, Ubuntu and Umsobomvu. Emthanjeni is the largest and Renosterberg the smallest of these municipalities.

Emthanjeni Municipality: comprising of the three towns De Aar, Britstown and Hanover. De Aar is the second most important railway junction in the country. When the railway line was built from Cape Town to Kimberley, the administration bought a large portion of the farm, De Aar, meaning coincidentally “artery, after the underground water supply, envisaged as large life-giving veins of water.

Ubuntu Municipality: comprising of three towns that is Victoria West, Loxton and Richmond. The N12 and N1 pass through this municipality and have a great tourism potential. The preliminary study in the district's Mining Strategy highlights that the municipality is endowed with uranium deposits.



Umsobomvu Municipality: This municipality comprises of three towns, that is, Colesberg, Norvalspond and Noupoort. N1 and N9 traverse trough the municipality. It shares borders with other municipalities in the Eastern Cape and Free State Provinces. In the district this municipality is among the municipalities that hold massive tourism potential.

Kareeberg Municipality: This municipality comprises of three towns, that is, Carnarvon, Van Wyksvlei and Vosburg. The municipal area is the heart of the Karoo and the predominant economic activity is livestock farming. The possibilities of having Kilometre Array Telescope befit the landscape of the municipality that is characterised by clear skies and less pollution. This municipality is an entry point to the Western Cape Province from the Northern parts of the country.

Renosterberg Municipality: is located on the banks of the Orange River. The municipality was formed through the amalgamation of three towns, that is, Petrusville, Vanderkloof and Phillipstown. The municipality covers approximately 553 000 ha of land and forms about 5% of the total area of the district.

Thembelihle Municipality: This municipality is also located on the banks of the Orange River. The municipality was formed through the amalgamation of three towns, that is, Hopetown, Strydenburg and Orania. The outcome of the dispute regarding Orania has not yet been decided upon and the uncertainty still exists as to where Orania is demarcated. N12 cuts through this municipal area and is a major boost to the economies of Hopetown and Strydenburg.

Siyancuma Municipality: This municipality hosts the confluence of the Vaal and the Orange River. It comprises in the main of three towns, that is, Campbell, Douglas and Griekwastad and has densely populated rural settlement called Smitchdrift. The municipal are is richly endowed with precious and semi-precious stones, that is, diamonds and tiger's eye. Beneficiation of tiger's eye is on the high impact project identified in the District Growth and Development Strategy. The municipality has a great tourism potential.

Siyathemba Municipality: This municipality is located on the banks of the Orange River and boosts with massive and high scale irrigation farming, the river not only adds agricultural value to the municipality but also boosts massive tourism and economic potential. The municipality comprises of three towns, that is, Marydale, Prieska and Niekerkshoop. The municipality has massive potential for mining activities of both precious and semi-precious stones, the municipality also has the Alkantpan testing area where international and national ammunition testing is done.

The composition of the population plays a cardinal role in the development of any geographical area. Population growth and trends affects the economic, social and physical development within an area through the provision of and demand for services and goods.

Table 2.1: Population size, 2012

LEVEL	Geographical Location	Population (2011)

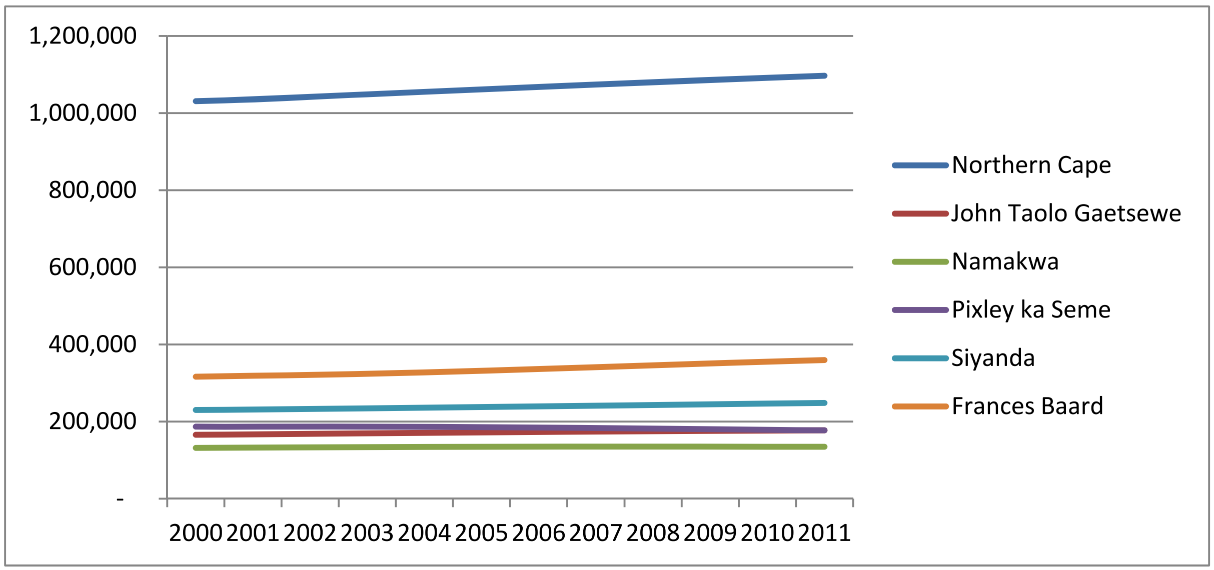
NATIONAL	South Africa	51,769,798
PROVINCIAL	Northern Cape	1,145,710
DISTRICT	John Taolo Gaetsewe	224,778
	Namakwa	115,797
	Pixley ka Seme	186,293
	Siyanda	236,754
	Frances Baard	382,088

Source: Stats SA, Census 2011

Table 2.1 illustrates that the population of the Northern Cape Province was approximately 1.15 million people in 2011. Frances Baard was the largest DM by population with almost 400,000 people during 2011.

Following Frances Baard with 33.3% of the provincial population was Siyanda (20.7%), JTG (19.6%) Pixley (16.3%) and Namakwa (10.1%).

Population Growth

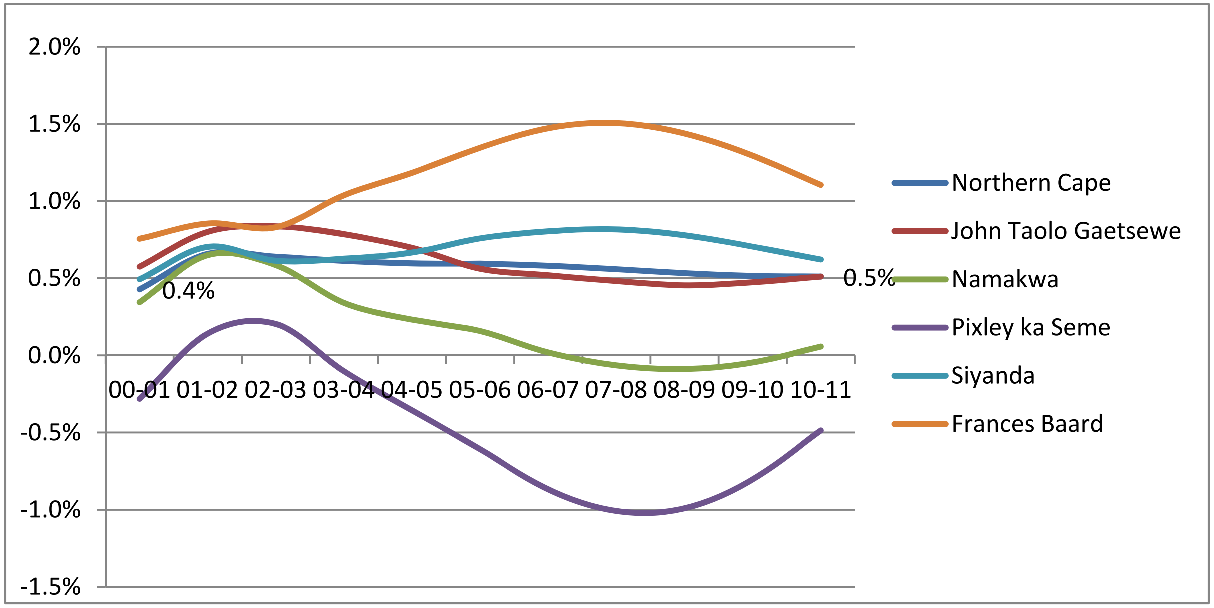


Source: Stats SA delivered by Quantec Easy Data, 2012

Population numbers in the Northern Cape Province have been increasing since 2000 as illustrated by figure 2.1. In 2000 the provincial population stood at just over 1 million which increased over the following 11 years to almost 1.1 million. Al the DMs experienced and increase in population numbers apart from Pixley. The population of Pixley decreased slightly from 186,660 in 2000 to 186,293 in 2011.

The average population density of the province was 2.9 people per square kilometre (km²) in 2011. The population density was the highest in the FBDM with 26.5 people per km², and lowest in the Namakwa DM with 1.1 people per km².

Population Growth Trends, 2000 - 2011



Source: Stats SA delivered by Quantec Easy Data, 2012

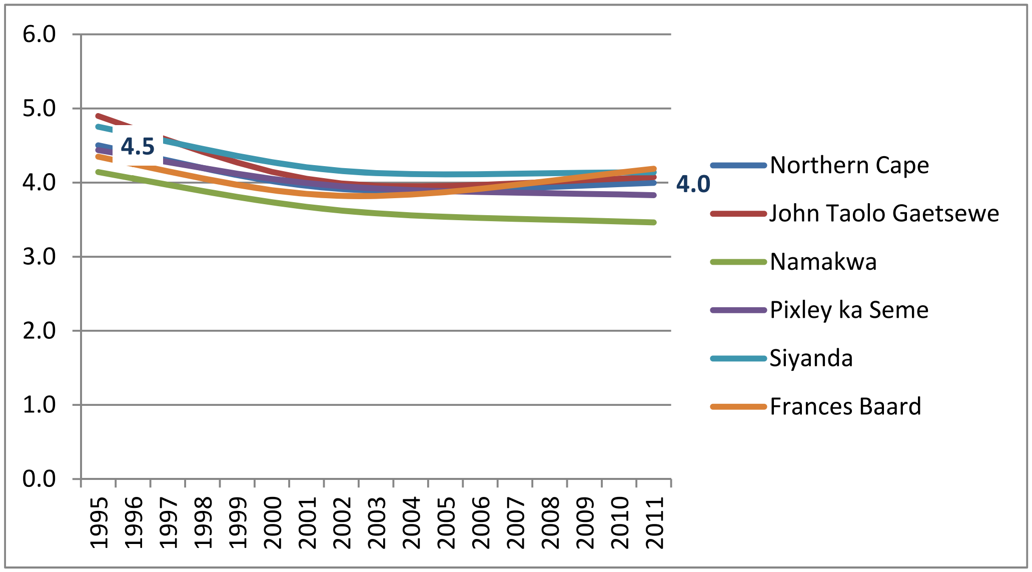
HOUSEHOLD POPULATION

The size of the population and the number of households are key considerations in determining the current and future needs of the Northern Cape Province population. These needs are expressed in the demand for infrastructural and social services, including water, sanitation, electricity, housing and health care. The Northern Cape Province had an estimated number of **274,491 households** in 2011 and a larger average household size (4.0) than in the rest of South Africa (3.8). Although household growth rates have been slowing down, household numbers has had a positive Compounded Average Growth Rate (CAGR) on provincial and district level from 1995 – 2011. The increase in household numbers in the province coupled with the increase in disposable income levels could result in greater consumption, which in turn

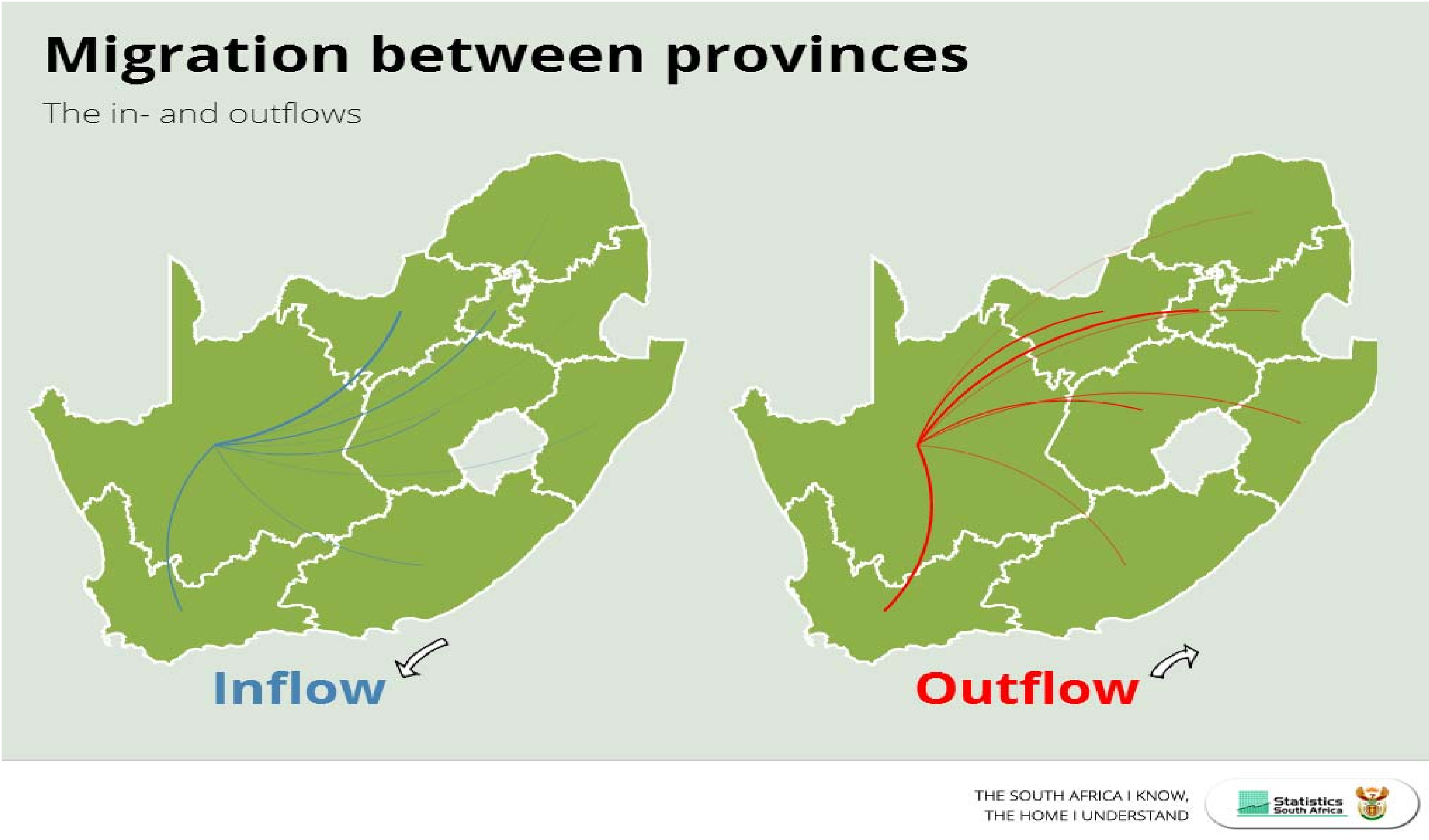
stimulates local production and as a result the local and provincial economies. Figure 2.3 illustrates the household sizes on Provincial and district level from 1995 – 2011.

It can be concluded from Figure 2.3 that the average household size in the Northern Cape Province has decreased since 1995. Besides the population increase, the main factors that affect household size includes, the change in age structure and incidence rate, or the likelihood of people of a certain age to start new households. The smaller average household size in the Namakwa and the Pixley DMs will place increased pressure on authorities for the provision of infrastructure and social services. In the Frances Baard DM the demand for infrastructure and social services will be proportionally lower than the rest of the province. Unemployment will have a bigger impact in Frances Baard as a result of the larger household sizes in the municipality.

Household size dynamics (1995-2011)

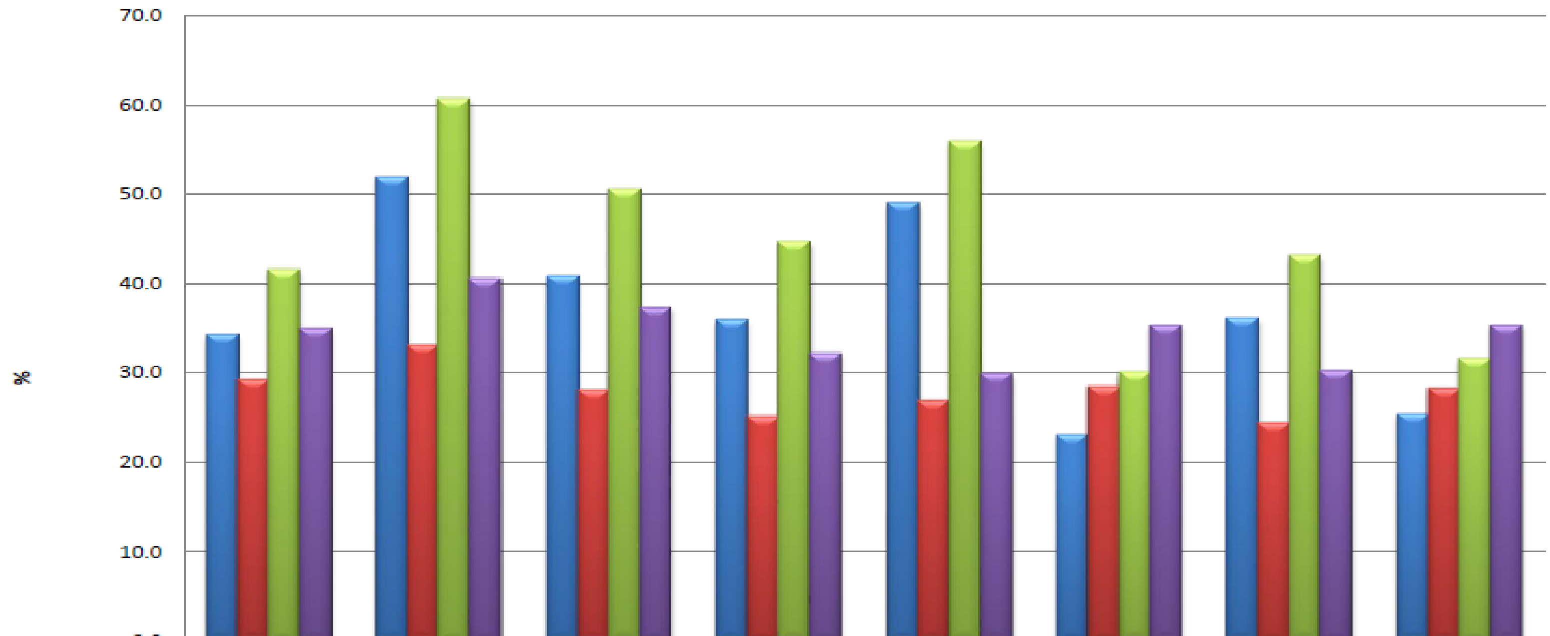


Source: Stats SA delivered by Quantec Easy Data, 2012



Source: StatsSA Census 2011

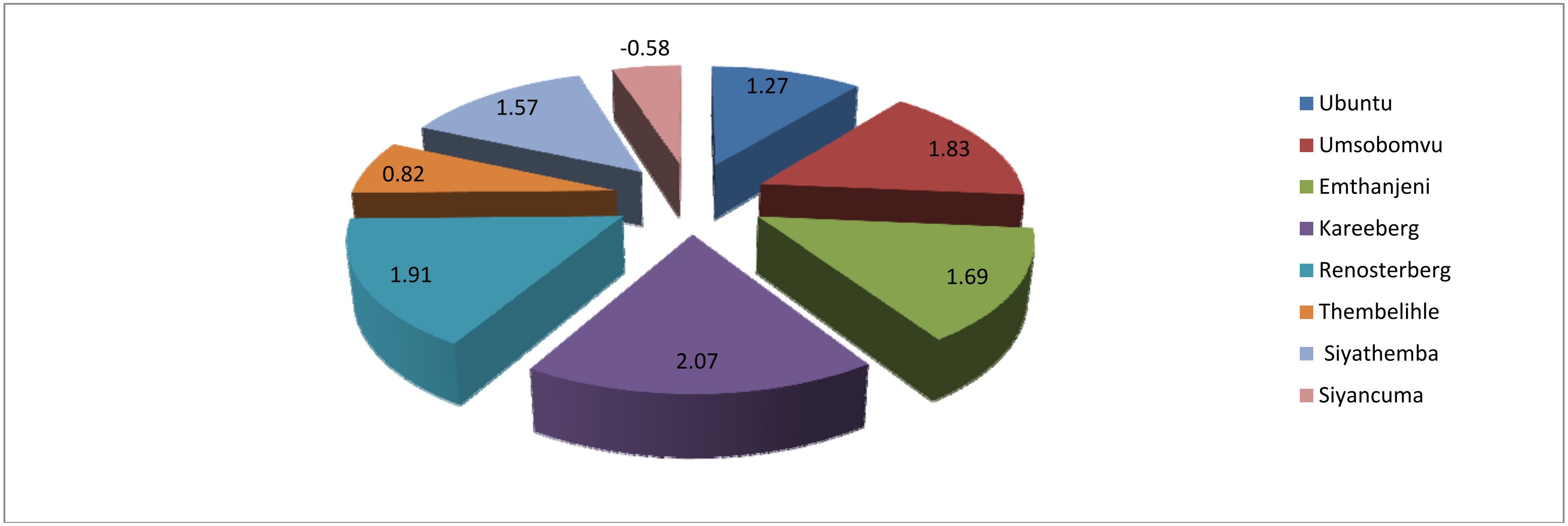
Unemployment in Pixley per Municipality



	Ubuntu	Umsobomvu	Emthanjeni	Kareeberg	Renosterberg	Thembelihle	Siyathemba	Siyancuma
Unemployment rate 2001	34.1	51.9	40.7	35.8	48.9	23.0	36.0	25.3
Unemployment rate 2011	29.1	33.0	28.0	25.0	26.8	28.4	24.3	28.2
Youth unemployment rate 2001	41.5	60.6	50.5	44.6	55.8	30.0	43.1	31.5
Youth unemployment rate 2011	34.8	40.4	37.2	32.1	29.8	35.2	30.2	35.2

Source: StatsSA census 2011

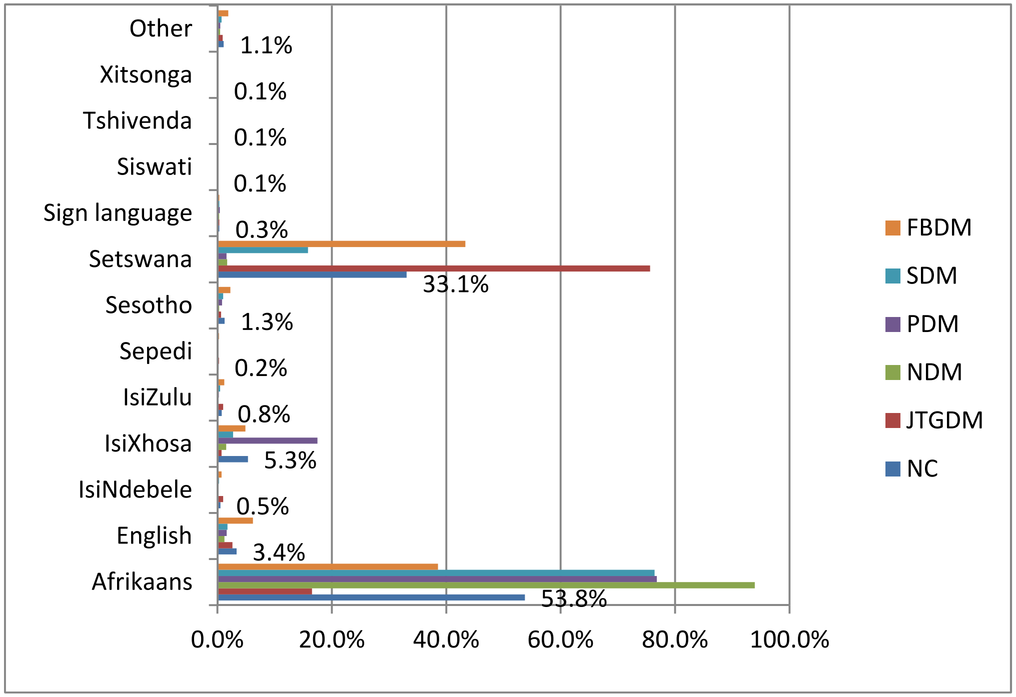
Population Growth between 2001 and 2011



Source Stats SA 2011 Census

Languages

Languages spoken in the Northern Cape Province, 2012



Source: Stats SA delivered by Quantec Easy Data, 2012

Education

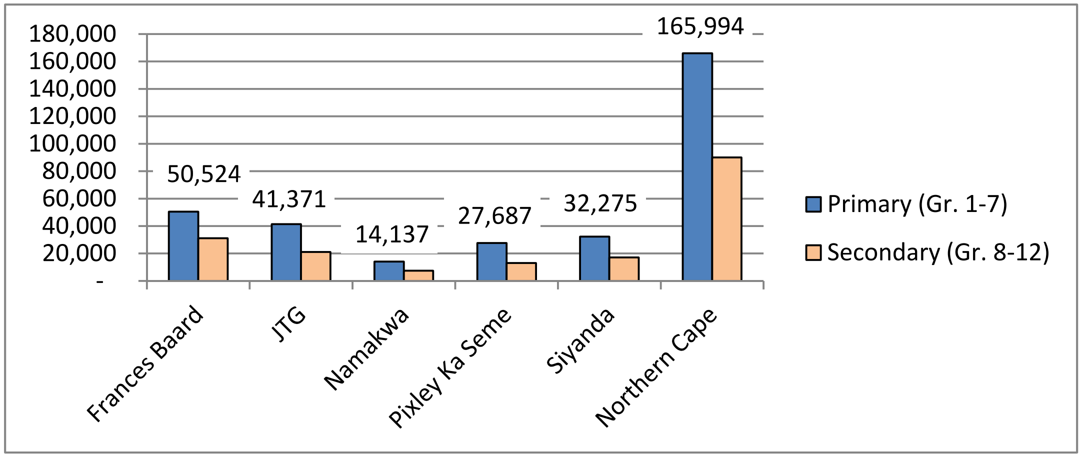
NUMBER OF LEARNERS, EDUCATORS AND SCHOOLS

Number of learners, educators and schools, 2010

	LEARNERS	EDUCATORS		SCHOOLS			RATIOS		
	Total	Female	Total	Public	Private	Total	Learner: Educator	Learners: School	Educator: School
Frances Baard	85,463	1,955	2,829	120	6	126	30.2	678.3	22.5
JTG	64,631	1,503	2,116	202	4	206	30.5	313.7	10.3
Namakwa	23,297	571	851	80	6	86	27.4	270.9	9.9
Pixley Ka Seme	43,704	923	1,433	96	2	98	30.5	446.0	14.6
Siyanda	52,297	1,048	1,617	99	2	101	32.3	517.8	16.0
NORTHERN CAPE	**269,392**	**6,000**	**8,846**	**597**	**20**	**617**	**30.5**	**436.6**	**14.3**

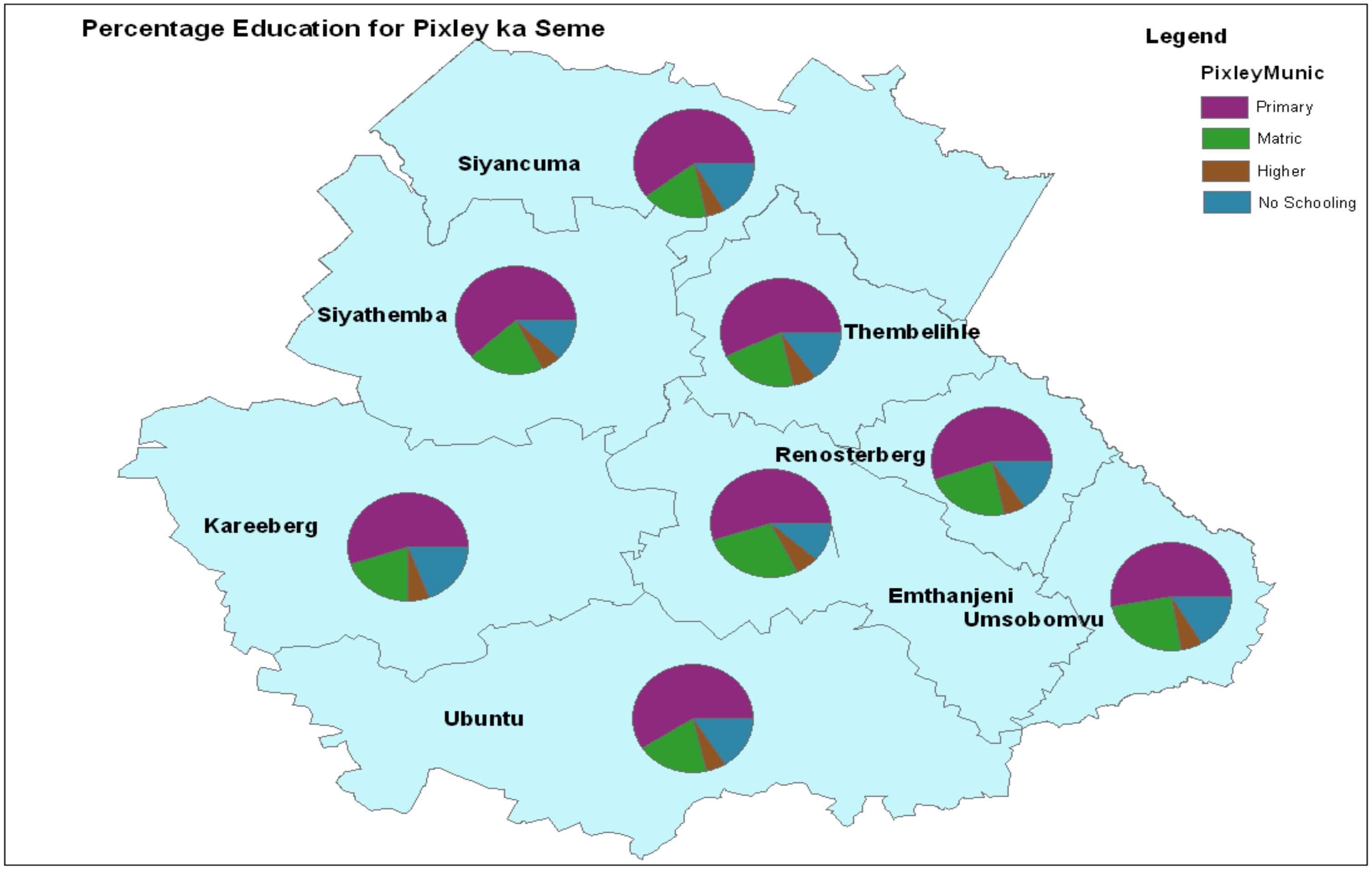
Source: Department of Basic Education, 2012

Number of Learners, 2010



Source: Department of Basic Education, 2012

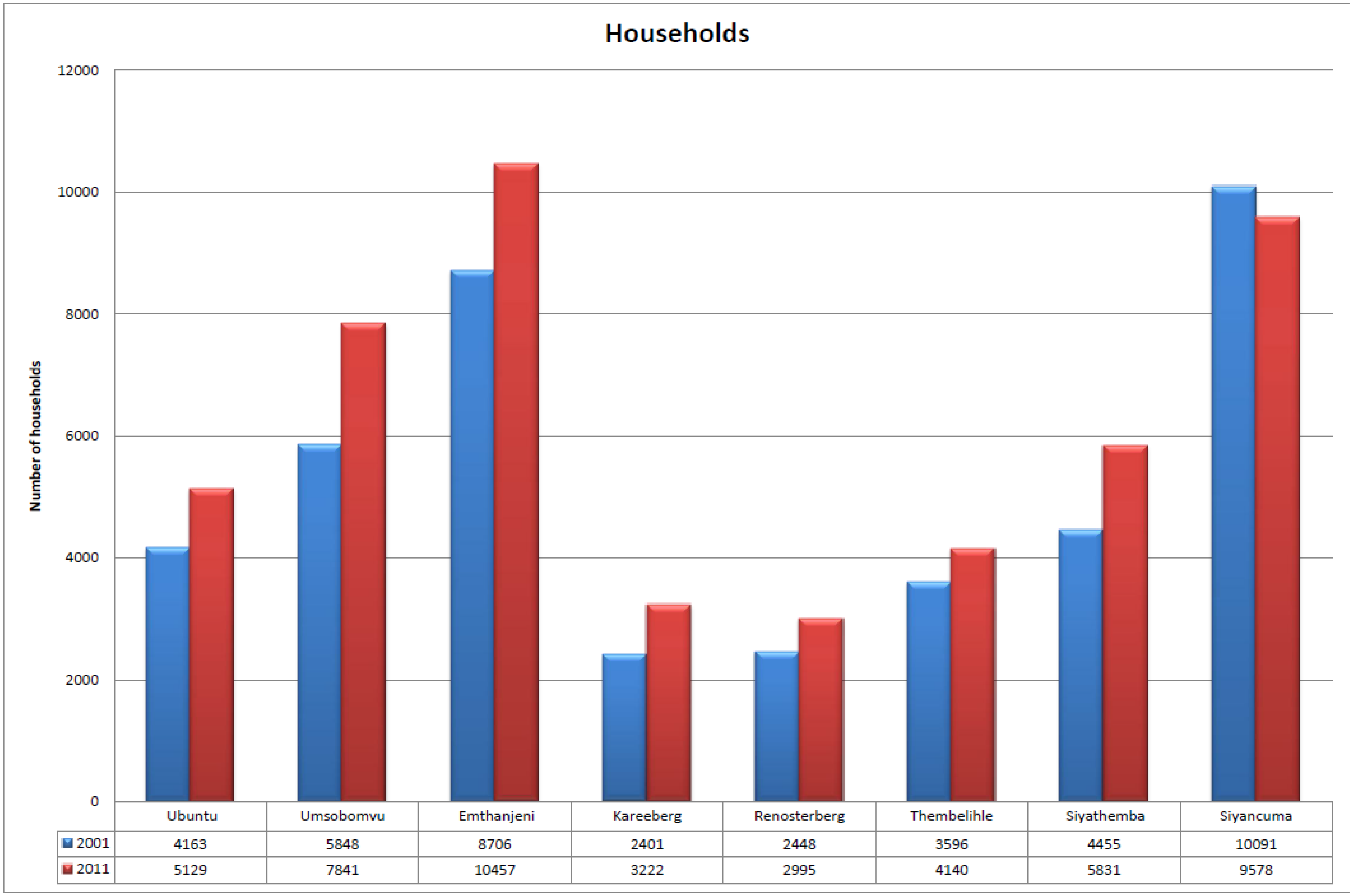
Percentage Education in Pixley per Municipality



Source: Stats SA Census: 2011

Households

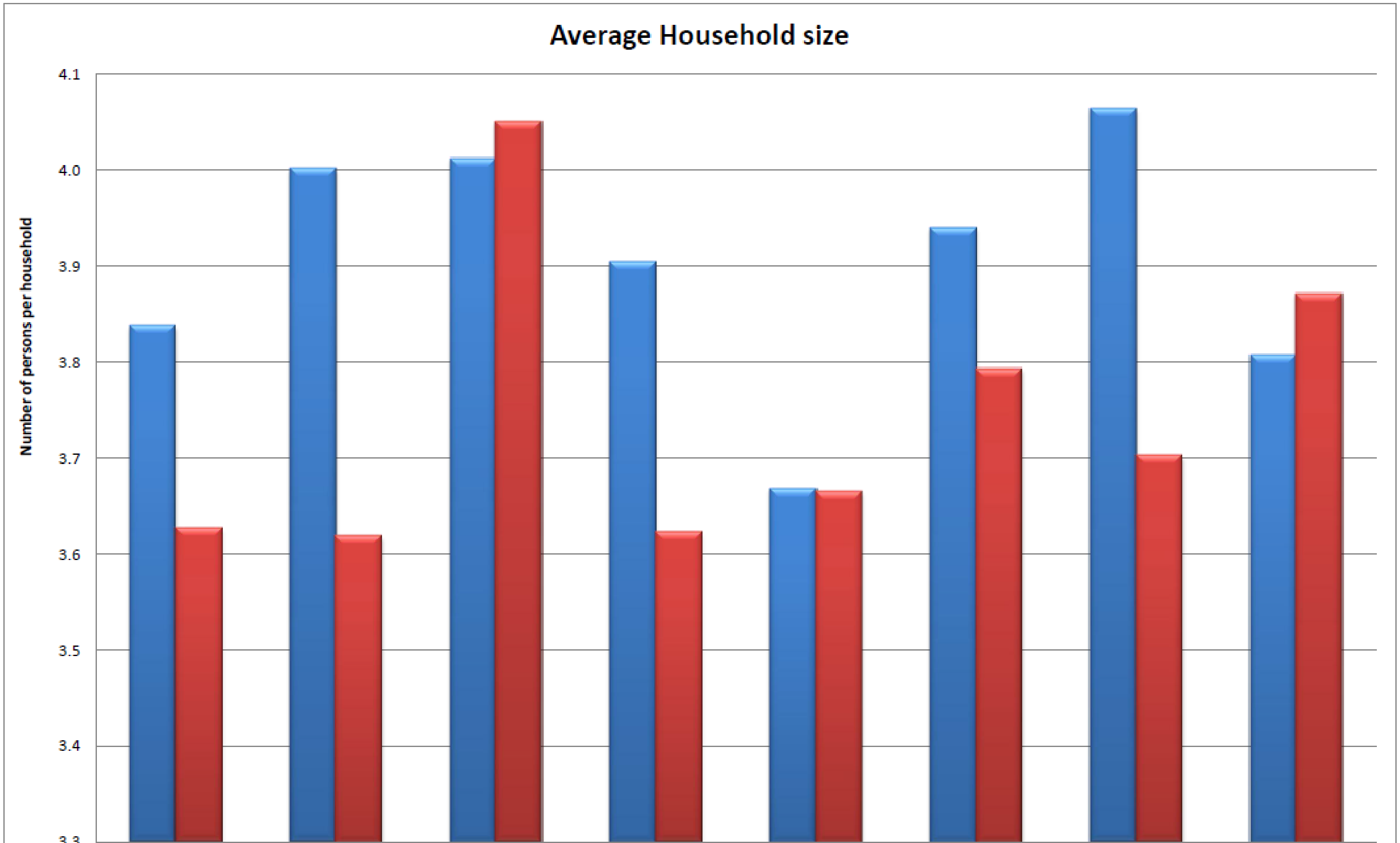
Households as per 2001 and 2011



	Ubuntu	Umsobomvu	Emthanjeni	Kareeberg	Renosterberg	Thembelihle	Siyathemba	Siyancuma
2001	4163	5848	8706	2401	2448	3596	4455	10091
2011	5129	7841	10457	3222	2995	4140	5831	9578

Source: Stats SA Census 2011

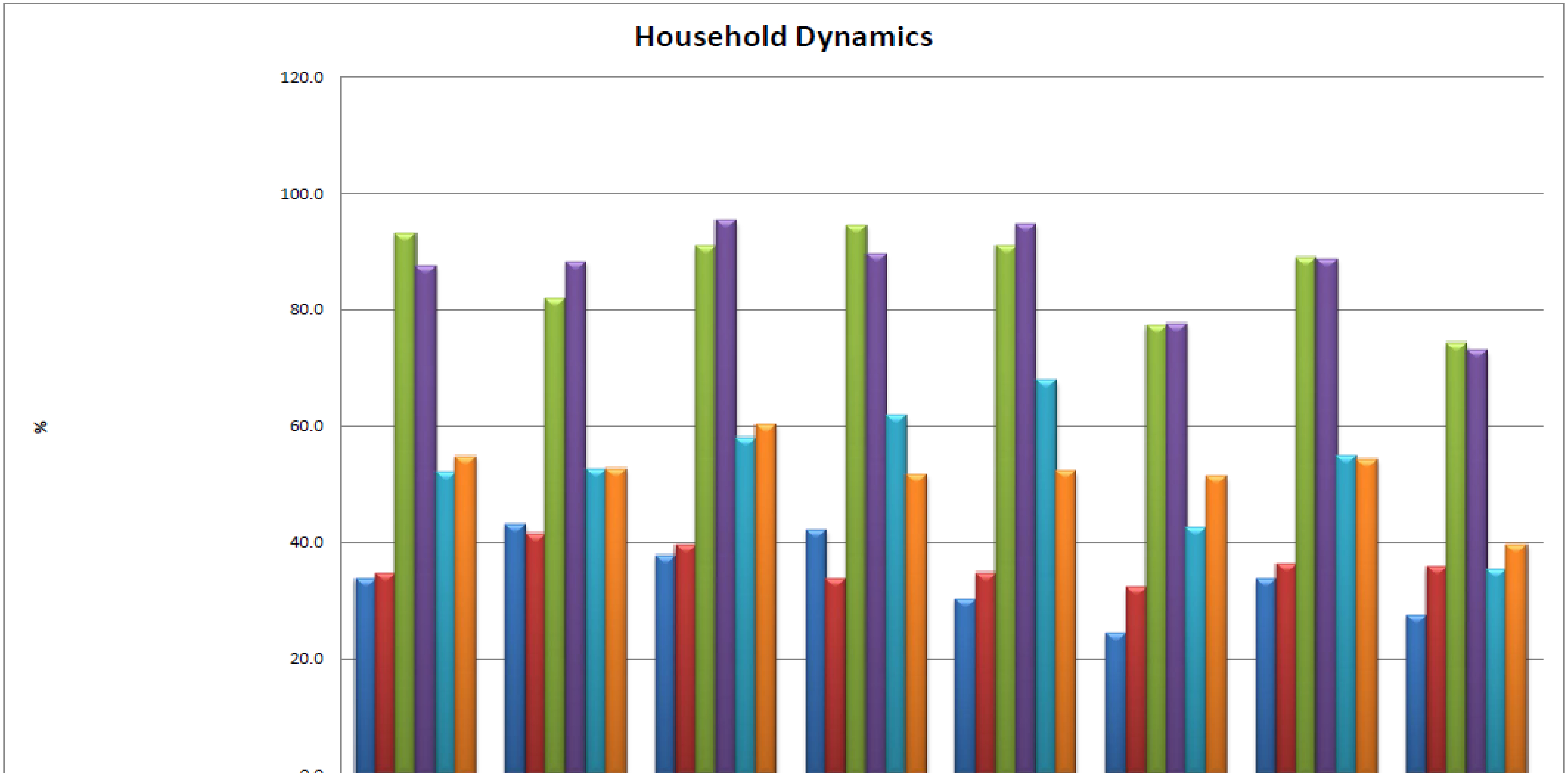
Average Household Size



	Ubuntu	Umsobomvu	Emthanjeni	Kareeberg	Renosterberg	Thembelihle	Siyathemba	Siyancuma
2001	3.8	4.0	4.0	3.9	3.7	3.9	4.1	3.8
2011	3.6	3.6	4.1	3.6	3.7	3.8	3.7	3.9

Source: Stats SA Census 2011

Household Dynamics

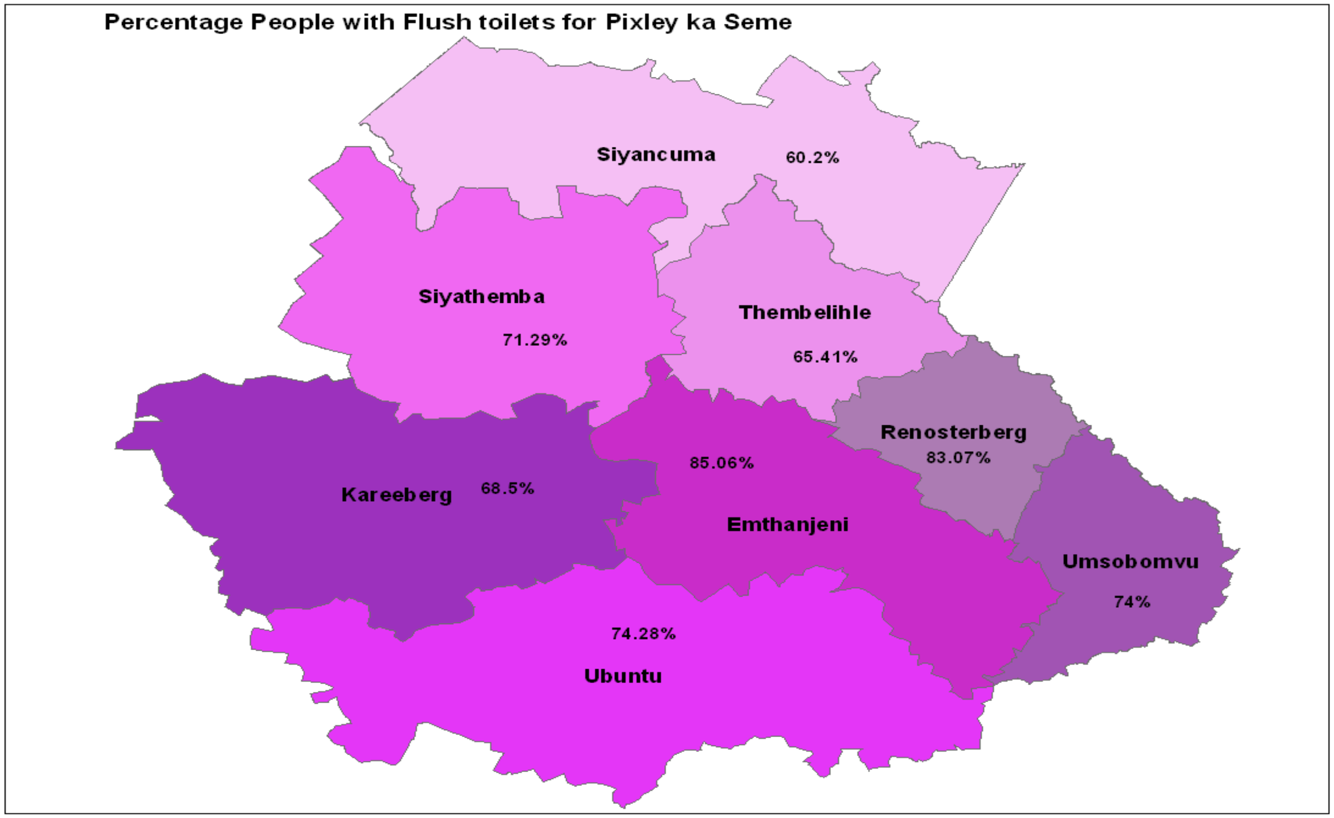


	Ubuntu	Umsobomvu	Emthanjeni	Kareeberg	Renosterberg	Thembelihle	Siyathemba	Siyancuma
Female Headed Households % 2001	33.7	43.1	37.8	42.1	30.3	24.2	33.6	27.4
Female Headed Households % 2011	34.6	41.5	39.4	33.6	34.8	32.3	36.1	35.7
Formal Dwellings % 2001	93.0	81.8	90.9	94.5	91.1	77.1	88.9	74.3
Formal Dwellings % 2011	87.6	88.2	95.4	89.6	94.7	77.5	88.6	73.0
Housing owned/paying off % 2001	52.1	52.4	58.0	61.8	67.9	42.4	54.8	35.2
Housing owned/paying off % 2011	54.7	52.7	60.3	51.7	52.3	51.4	54.3	39.6

Source: Stats SA Census 2011

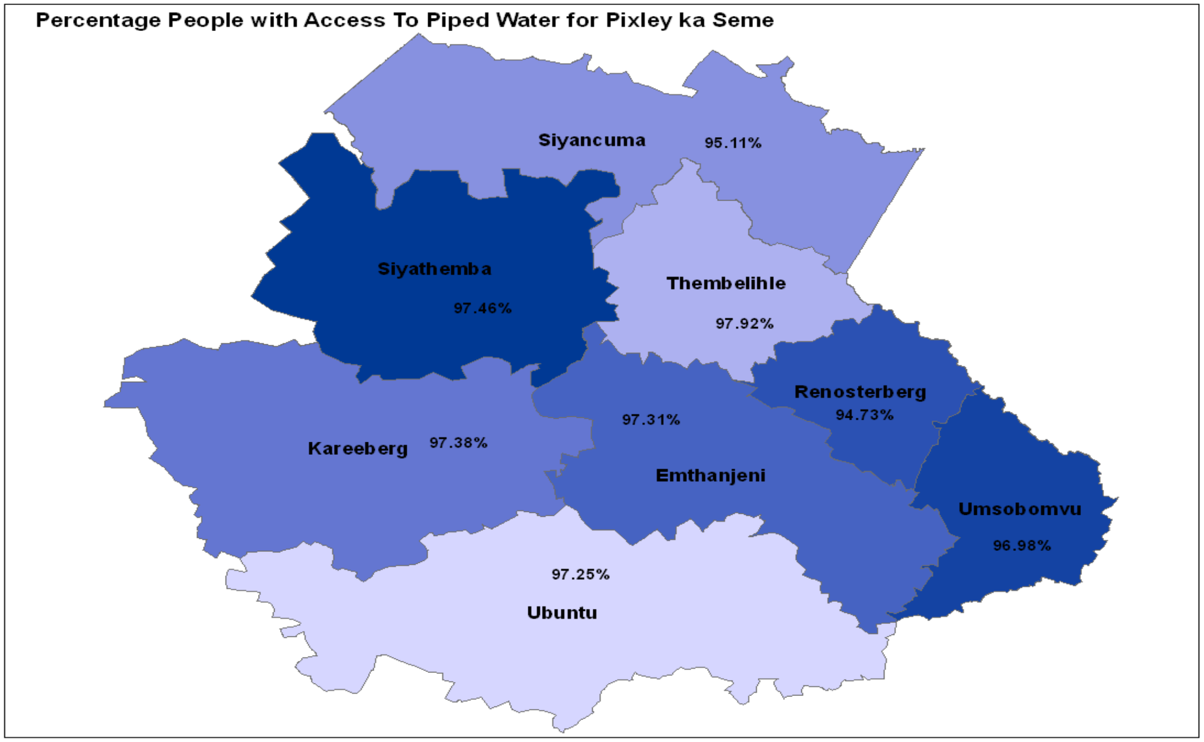
Services

Flush Toilets



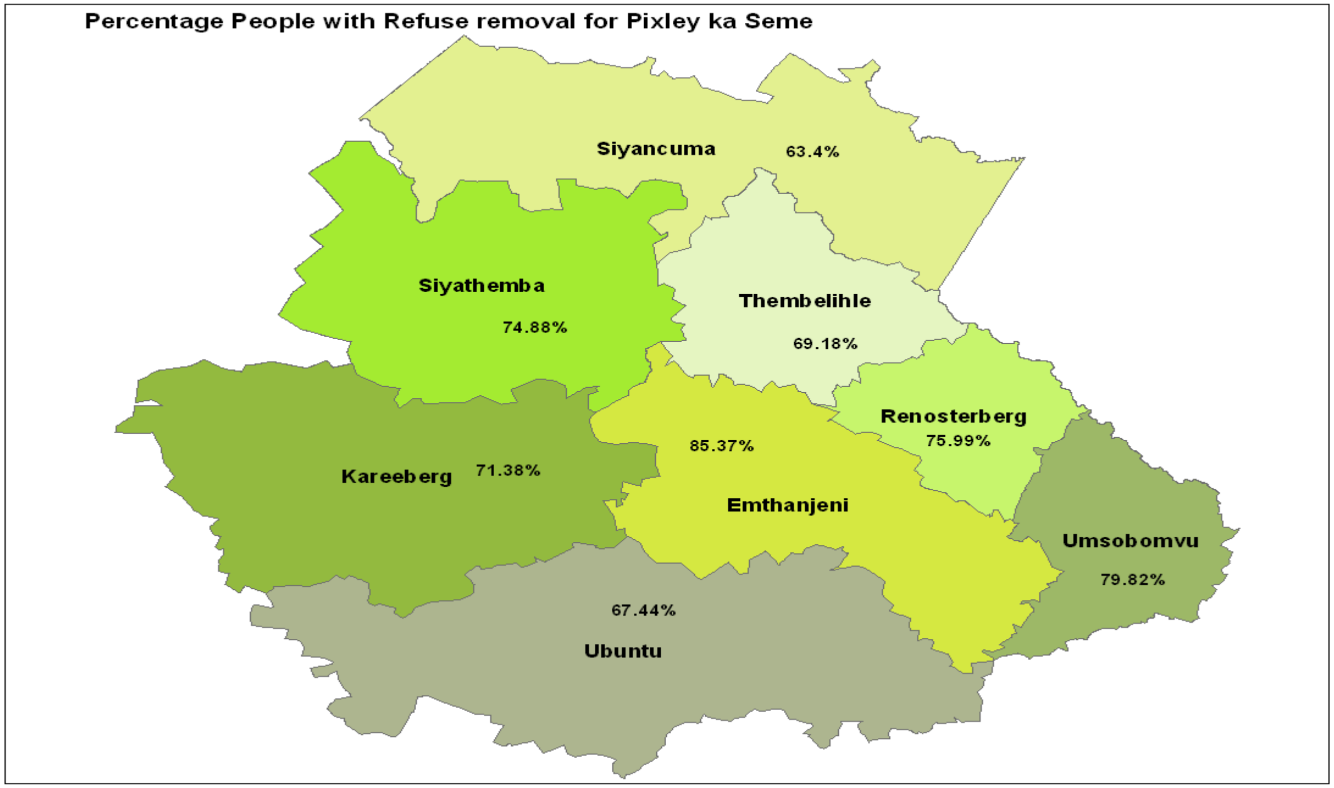
Source: Stats SA Census 2011

Piped Water



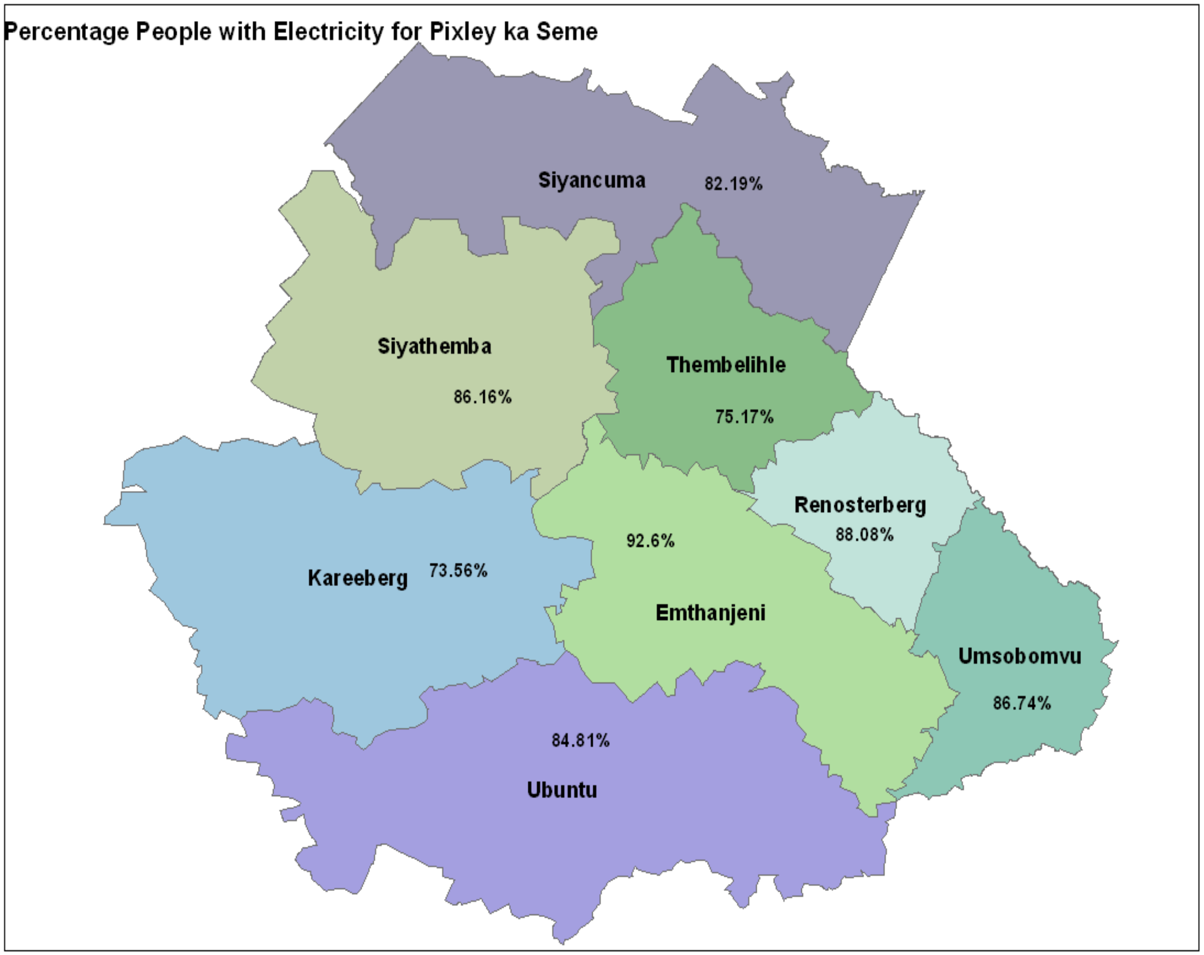
Source: Stats SA Census 2011

Refuse Removal



Source: Stats SA Census 2011

Electricity



Source: Stats SA Census 2011

2. Chapter 2: Performance Highlights

2.3 Backlogs in Services Delivery

The Pixley ka Seme District Municipality does not have a specific area and share locality with local Municipalities. The district does not deliver any basic services and the spending on backlogs reported in the following section is in relation to the assistance by the district to the local municipalities.

3.3 Relating backlogs to municipal spending on service delivery

The District Municipality does not receive any MIG allocation.

2.3.1 LOCAL MUNICIPAL EXPENDITURE AT JUNE 2012

District Municipality/ Municipality	MIG Allocation 2011/2012	Amount transferred	Total Actual expenditure	% of transferred funds spent	% of allocation spent	Balance	Notes
Ubuntu	9 488 000	9 488 000	9 488 000	100%	100%	0	All reports received 2012
Umsobomvu	11 765 000	11 765 000	4 123 626	35%	35%	7 641 373.60	Report rec for May 2012
Emthanjeni	13 306 000	13 306 000	6 486 282	49%	49%	6 819 717.71	Report for March rec only reported in April 2012. Report for April received only reported in May 2012. Two outstanding reports
Kareeberg	7 892 000	7 892 000	7 892 003	100%	100%	R -2.59	All Reports received 2012
Renosterberg	8 170 000	8 170 000	4 834 033	59%	59%	3 335 967.29	No report received – Outstanding reports
Thembelihle	11 186 000	11 186 000	5 119 060	46%	46%	6 066 940.24	Report received for May 2012
Siyathemba	10 246 000	10 246 000	10 246 000	100%	100%	0	All reports received 2012
Siyancuma	16 910 000	16 910 000	3 809 840	23%	23%	13 100 159.53	Report received for November 2011 also reported R266900 that was not reported in October 2011, due to no report being received. No report received for December 2011. No report received for January 2012. Reports received for Febr, March, April, May 2012

District Municipality/ Municipality	MIG Allocation 2011/2012	Amount transferred	Total Actual expenditure	% of transferred funds spent	% of allocation spent	Balance	Notes
Pixley Ka Seme DM	0	-	-				

3.3.1 INFRASTRUCTURE PROJECTS

JOB CREATION 2011/ 2012

MUNICIPALITY	IMPLEMENTER	PROJECT	PROJECT AMOUNT	JOBS CREATED	DURATION
Thembelihle	Pixley Ka Seme DM & Dept of Roads & Public works	Strydenburg town greening project	R 2 000 000.00	158	4 months
Umsobomvu	Pixley Ka Seme DM	Operation Khotso,Pula,Nala: Colesberg, Noupoort & norvalspond town cleaning projects	R 130 000.00	61	3 months
Siyancuma	Pixley Ka Seme DM	Operation Khotso,Pula,Nala: Douglas, Griekwastad, Campbell stormwater and gravel raods repairs	R 128 500.00	84	3 months
Emthanjeni	Pixley Ka Seme DM	Operation Khotso,Pula,Nala: De Aar, Hanover & Britstown town cleaning project	R 130 000.00	20	3 months
Siyathemba	Pixley Ka Seme DM	Operation Khotso,Pula,Nala: Niekershoop water & Marydale repairs to20 VIP toilets	R 205 000.00	9	6months
Ubuntu	Pixley Ka Seme DM & Ubuntu LM	Rehabilitation of Sport field in Sunrise Victoria west	R 3 500 000.00	32	4 months
Renosterberg	Pixley Ka Seme DM & Renosterberg LM	Rehabilitation of Sport field in Philipstown	R 3 500 000.00	10 (to date)	4 months
Pixley Ka Seme DM			R 100 500.00	2	

MUNICIPALITY	IMPLEMENTER	PROJECT	PROJECT AMOUNT	JOBS CREATED	DURATION
TOTAL			R 9 694 000.00	376	

VICTORIA WEST REHABILITATION OF SPORT FIELD

CONTRACTOR: **Meondo/Maotoana JV**
TENDER AMOUNT: **R 3,261,665-60**
FUNDER: **Department of Sport, Arts and Culture**
CONTRACT PERIOD: **4 months**





Progress	Philipstown Sport field	Victoria West Sportfield
	The contractor has established site but very little progress has been made. The DM with the assistance of the LM will appoint 3 SMME's to expedite the outstanding work. 2 Months has already lapsed and only 5 % of the work has been completed. Completed: Excavations for the irrigation system. Excavations for the Lapa Excavations for the dressing rooms	The progress is slow due to: Delivery of materials especially the sand delivered by Ubuntu. Daily Theft & Vandalism is still taking place and these delays the handing over of the project. The project is 90% complete Completed: Ablution facilities Caretakers house Store rooms Ticket box Lapa Gym Irrigation system Player dressing rooms New stands – 90 % Netball fields – 80% Outstanding: Planting of grass Electrification Painting of gates & stands General cleaning of the site. The completion date was 25 May 2012, penalties will be deducted from their last payment certificate. This was communicated to the contractor.

PHILIPSTOWN SPORT FIELD REHABILITATION

CONTRACTOR: **Manodoma Trading**
TENDER AMOUNT: **R 3,304,525-75**
FUNDER: **Department of Sport, Arts and Culture**
CONTRACT PERIOD: **4 months**




4.3 Building and zoning plans

The total applications for building permits received during 2011/12 financial year are shown in the table below.

Total application received	**No of applications approved**	**No of applications not approved**	**No of applications outstanding due to lack of information**

201	**161**	**28**	**12**

3 Chapter 3: Human resource and other institutional management

2.3 Corporate Services: Performance highlights

Departmental Core Functions:

CORPORATE SERVICES :	Occupational Health and Safety Programme Human Resources Management and Development Manage Council's Performance Management Framework Compilation of SDBIP Oversee Council's Employment Equity Processes Overall management of Support Services Management of Disaster management & Security services Fleet Management Management of Housing related functions Legal and Labour Relations
Support Services :	Archives and registry Support servicers to Committees of council Auxiliary services Acquisition and disposal of municipal property Policies and By-laws Contract Management Management of municipal fleet Cleaning services Contract management
Human Resources :	Skills development HR Policies HR management Labour Relations
Disaster management :	Coordinate disaster management function in the region

	Occupational health and safety programme Coordination and reporting of all incidents in the region Coordinate the training of volunteers Safeguard council property Coordination of special events in the region
Housing Services :	Building process Housing database Maintain application list Housing management process
Legal services	Legal advice to municipalities Litigation Drafting policies and by-laws Labour relations Interpretation of legal documents Assist municipalities with arbitration and conciliation hearings Represent municipalities in courts

3.3 Shared Services: Performance highlights

The Shared Service Department rendered a wide range of services to District Municipality and its 8 local municipalities.

These services include:

- Planning
- Human Resource Management
- Performance Management System (PMS)
- Environmental Health Services

2.3.1 Planning

2012/13 Integrated Development Plan (IDP)

Integrated Development Planning (IDP) is the corner stone of facilitating sustainable development in the District. Given the nature of the IDP, it was necessary to revise and update development strategies on a continuous basis. Pre-determined key performance indicators in the IDP and operational outcomes for 2012/13 financial year and beyond have been informed and driven by the 2012/13 review process.

The Review Process

During the 2012/13 IDP review process which started in July 2011 and concluded in March 2012, the department assisted municipalities to ensure that their IDPs were reviewed in accordance with the provisions of the Municipal Systems Act. The assistance that was given to them was as follows:

District Municipality

We compiled the process plan and district framework of the municipality that were adopted by Council. The purpose of the documents is not only to indicate the institutional preparedness of the Municipality for the review of its 2012/13 IDP, but also to ensure that the Integrated Development Planning process complies with certain minimum quality standards and that proper co-ordination between and within the spheres of government is established as required by the Municipal Systems Act, 2000.

The District municipality's 2012/13 IDP was also compiled by us and the final copy of the plan was adopted by council on 30 May 2012. A copy of the IDP was submitted to the MEC Local Govern for comments as provided for by Municipal Systems Act. Given the scope of the department's support to municipalities, we also prepared all the documents that were used for the provincial IDP engagement session which was held on 28 May 2012 in Kimberley.

Local Municipalities

The following support services were rendered to local municipalities:

All the process plans of the local municipalities were prepared by us and they were adopted by their respective councils.

We also compiled the 2012/13 IDPs of Umsobomvu, Renosterberg and Thembelihle municipalities and their community participation process, as well as their IDP steering committee and IDP Representative Forum meetings were convened and managed by us. The development strategies of the IDP of Emthanjeni municipality were reviewed by us in order to ensure that there is a vertical alignment between the identified strategies and those of the national and provincial departments.

Even though we did not convene the consultative IDP meetings of Emthanjeni, Ubuntu, Siyathemba, Siyancuma and Kareeberg municipalities, we attended and participated in the meetings. Our participation was to ensure that the outcomes of the meetings are in line with various planning steps or procedures that will make the IDP's credible documents.

Provision of information

During the revision of the current IDP's of local municipalities, we had also provided them with vital information/documents on national and provincial regulations and policies, national and provincial planning frameworks, etc. All the inputs received from the documents did not only form the major part of the revised IDP's, but they also contributed in ensuring that issues that were identified by municipalities adhered to the needs and priorities of the communities.

IDP and project identification

Through the IDP process, issues which are common in all the municipalities in the Pixley ka Seme district have been identified as the district wide priority issues for project purposes. These includes amongst others, the following:

- Facilitating the provision of water and sanitation
- Provision of housing
- Facilitating the provision of education and health facilities
- Poverty alleviation and job creation
- Local Economic Development
- Improved environmental quality
- Lessening the impact of HIV/AUDS
- Institutional Transformation and Democratic Governance
- Financial viability and financial management
- Disaster management

3.3.1 Human Resource and Performance management System

Various policies and performance management system were developed and implemented by the District municipality and its 8 local municipalities. The support that was given by the Shared Services Department in these areas resulted in some noticeable achievements, of which the following can be mentioned for the 2011/12 financial year.

STRATEGIC OBJECTIVES	KEY PERFORMANCE INDICATORS	PROGRESS
To assist and build capacity at local municipalities in the Human Resource fields	Ensure that all municipalities submit their Workplace Skills Plans (WSP's) in time.	All the municipalities submitted their WSP's except Thembelihle who did not submit as the SDF was on maternity leave.
	Assist and support municipalities in the implementation of WSP's.	During 09 till 30 March 2012, LGSETA had done verification visits to Umsobomvu, Renostrberg, Thembelihle, Siyathemba, Siyancuman, Ubuntu and Kareeberg municipalities. The purpose of the visit was to monitor the implementation of their 2011/12 WSP's.
	Assist and support municipalities with the compilation of EE Plans.	Most of the municipalities submitted their EEP for 2011/12 and 2012/13 for two financial years. Implementation of the plans is still a challenge due to financial constraints.
	Assist municipalities on identified training programmes.	LGSETA was in 2011/12 busy processing two programmes for our District, and the programmes include the Electrical Maintenance apprenticeship for Emthanjeni which is also a national programme.
To deliver an effective and Performance Management Service to Local Municipalities and assist municipalities to implement a professional monitoring of performance system	Ensure the adoption and implementation of Performance Management System in all 9 Municipalities.	The District and 7 Local Municipalities were assisted with the compilation of their PMS Scorecards. Only Emthanjeni that contracted process to a service provider. Implementation of PMS in these municipalities was improved in terms of its functionality.
	Monitor the implementation of the PMS in all municipalities in the district.	Four Municipalities (PKS DM, Kareeberg, Emthanjeni and Umsobomvu) had their Mid-Term evaluation sessions, and there were managed by us. The development of a more user-friendly monitoring tool for measurement also contributed

STRATEGIC OBJECTIVES	KEY PERFORMANCE INDICATORS	PROGRESS
		to the effectiveness of the system.

4.3 Corporate Services

2.3.1 Legal and Labour Relations

The Legal and Labour relations functions are rendered to all the Category B municipalities within the jurisdiction of the District Municipality. Their services are also used by State Departments where there is a need. During this period the Unit assisted in the following areas:

Municipality	Disciplinary Cases	Drafting Contracts	Civil Cases	Arbitrations	Legal Advice	Drafting Policies	Drafting By-laws
Emthanjeni	8			4			
Kareeberg							
Renosterberg	8	2	2	1			
Siyancuma	8			4	✓		
Siyathemba	1	3	2	4			
Thembelihle			2				
Ubuntu			1				
Umsobomvu	6						
Pixley ka Seme	2	4	4				
TOTAL	33	9	11	13	1	0	0

3.3.1 Support to Local Municipalities

During this period the Department rendered support to the following Category B municipalities where a lack in capacity manifested itself:

MUNICIPALITY	ADMINI-STRATIVE	HUMAN RESOURCE	LEGAL SERVICES

Emthanjeni			✓
Kareeberg			✓
Renosterberg	✓		✓
Siyathemba	✓	✓	✓
Siyancuma			✓
Thembelihle			✓
Ubuntu			✓

4.3.1 Human Resource Management

Recruitment

The following appointments were made by the municipality during this period:

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Permanent Employees	3	1			1	2			7
Temporary Employees	1	2			1	1			5
GRAND TOTAL	**4**	**3**			**2**	**3**			**12**

Terminations\Resignations\Deaths

The following were effected during the 11/12 financial year:

Retirements : 1
Resignations : 6
Deaths : 3

Human Capital Development

The Municipality awarded bursaries in the following fields of studying:

DEPARTMENT	COURSE NAME
Finance	Bachelors of Accounting Science
Shared Services	Advanced Diploma in Public Administration
Corporate Services X2	National Diploma in HRM and B-Tech in HRM
Internal Audit	ND: Internal audit
Shared Services	Masters in Environmental Health

The following trainings were attended per department:

Department	ELMDP	CPMD	Local Gov Accounting	Municipal Finance Management Programme	Internal Audit Techni-cian	Basic Disaster Risk Management
Office of the Municipal Manager		**1**				
Shared Services		**1**				
Finance				**1**		
Corporate Services		**1**				
Technical and Infrastructure Services		**1**				
Shared services						
Corporate services			**2**			
Internal Audit				**4**		

5.3.1 Local Labour Forum

The LLF serves as a platform to discuss matters of mutual concern pertaining to the employer and unions at local level. Issues discussed at this level are issues that are not discussed at the Divisional or National level. The forum also seeks to enhance sound labour relations within the workplace. It is for this reason that LLFs are encouraged to be active within all workplaces within the local government sector.

6.3.1 Training Committee

The training committee of the municipality is operational and functional. It makes recommendations to the LLF in terms of its programmes, etc.

7.3.1 The Development of Policies, By–Laws and Procedures

The following procedures and policies were developed, or revised, by the Municipality during this period.

i) Recruitment and Selection Policy

ii) Dress code Policy

iii) Updated Financial Regulations

iv) Code of Conduct for Councillors

v) Records Management Policy

vi) Registry Procedure Manual

vii) E-mail records Management Policy

viii) Reviewed the Delegation of Powers

8.3.1 Morale and Team Building within the Municipality

The municipality encourages its staff to take part in extra mural activities and the aim is to encourage healthy habits and exercise. The aim is to have a healthy workforce and reduce the risk of diseases associated with inactivity.
Both the soccer and netball teams took part in corporate games as organised with sector-departments.
The annual year end function held on 15 December 2011 was successfully coordinated by the department.

9.3.1 Property and Asset Management

Buildings
All rental agreements are in place and payments are continuously monitored to ensure that rentals are up to date.
The overall condition of buildings is good.
The Municipality is in the process of transferring some of its buildings to Department of Public Works. This is due to the transfer of the gravel road function to the Department of Roads and Public Works.
Security cameras were installed within the office building in order to upgrade the security system of the Municipality. The municipality is in the process of installing an access control monitor at the main entrance to the building. This will also provide for the time and attendance register.

Motor Vehicles
Almost 60% of the Council's vehicles have travelled more than 150 000km and therefore Council is in the process systematically replacing these vehicles on an annual basis.

Vorstersdam Farm
The two Close Corporations, Ons Vertrou and Masibambane, on the farm are making a success of their farming endeavours. The Department of Agriculture and neighbouring commercial farmers are assisting them in order to ensure organised farming activity, which leads to market viability.

10.3.1 Good Governance and Public Participation

The department renders logistical support to Council whenever there is a public participation programme or Izimbizo. The support is provided in terms of loud hailing, preparation of venues, taking of minutes and placement of notices in newspapers or notice boards. Assistance was given to the Office of the Northern Cape Premier with the visit of the Deputy President in June 2011 in the district.

11.3.1 Administrative Support

The necessary logistical and administrative support is given to Council and Mayoral Committee through recording of council minutes, production of agendas and other tasks, as requested and expected from the department from time to time.

4 Chapter 4: Audited Statements and related financial information

2.3 FINANCE DEPARTMENT: Staff Component

James BF:	CFO
Fourie DJ:	Deputy CFO
Wele A:	Accountant SCM
Appies R:	Junior Accountant BTO
Mgijima N:	Expenditure Clerk
Afrika A:	Expenditure Clerk
Van Rooy M:	Expenditure Clerk
Cofa Z:	Intern
Tyaliti L:	Intern
Gala A:	Intern
Jacobs R:	Intern
Markman C:	Administrative Assistant

3.3 Activities 2011/2012

A: Basic Service Delivery

The main focus was on building Financial Administrative Capacity in the District Municipality as well as in all 8 Municipalities in the district. Meetings were held with DBSA, focusing on MFMA-training, as well as SAICA/Deloitte to facilitate additional and related training. We also met with R Data in an attempt to facilitate a single Financial System for all municipalities in the district. BCX, the current financial-system utilized by Pixley ka Seme DM, is also looking into the possible utilization of solar energy, to ensure that Pixley ka Seme District Municipality can access the system 24 hours a day. We also attended the PISSC in Kimberley regarding our role in Departmental Programmes.

B. MUNICIPAL FINANCIAL VIABILITY AND MANAGEMENT

We assessed the possibility to ensure that the Pixley Ka Seme District Municipality is financially more viable. We've engaged the Office of the Premier, SALGA, Department of COGHSTA and Northern Cape Provincial Treasury in financing the Pixley ka Seme District Municipality's envisaged Shared Services-model.

A request has been forwarded to the MEC for financial-assistance of R5 million out of R15 million allocated by Provincial Treasury to assist Municipalities with capacity building initiatives. We are still waiting on a response from the Office of the MEC.. Housing Level 2 accreditation has been granted. The unit assisted the LED Unit in forming partnerships with Emthanjeni Municipality (Toilet Paper Project) and Umsobomvu Municipality (Wool and Craft Project).The unit also introduced change in duties in terms of the Accountant Salaries which resulted in a R9 000 per month saving and we are currently looking at a cheaper Financial System and the transfer of one YAC Point.

Prepare Municipality to achieve an unqualified audit opinion (Operation Clean Audit 2014)

A compliance status report in term of Gamap/Grapp was handed over to the Auditor General on 30 August 2011.
No queries raised by the Auditor General in terms of the latter. Technical lay out of 2011/2012 AFS completed at end July 2012. AFS for 2011/2012 completed in-house and submitted before end August 2012. All 2012 Internal Audit queries responded upon timeously and Chief Financial Officer attended all Internal Audit meetings.

Risk Management in the district

The Chief Financial Officer and all HOD's participated in Risk Analysis, which was in collaboration with the Internal Audit Unit. Risk registers were then compiled and those are managed by the respective HOD's.
Risk at Local Municipalities formed a part of discussions during DIGR forums.

Expenditure Management by the municipality

Expenditure for 2011/2012 were thoroughly scrutinised by Chief Financial Officer and Deputy Chief Financial Officer before execution. Unauthorised expenditure due to unforeseen circumstances will be disclosed in the Annual Financial Statements and explained to Municipal Public Accounts Committee afterwards. The withdrawal of the agency functions will result in the municipality exceeding the norm of 35% in terms of personnel cost for 2011/2012. Monthly budget reports, regular meetings with MMC for Finance, monthly internal memo's etc were some of the warning systems implemented successfully.

Procurement

The Supply Chain Management Unit was functional and fully operational during 2011/2012. Special measures were implemented in the event of non-compliance eg. deviations, and reported to Council as well as being disclosed in Annual Financial Statements of 2011/2012. Database, tender register, files with declarations and tax clearances etc were compiled.

Management of the Municipality's Financial System

The 2010/2011 GAMAP/GRAPP Annual Financial Statements were submitted on time and an unqualified opinion with matters of emphasis has been received from the Auditor General. No challenges were experienced in terms of the internal financial system, despite the tragic loss of the system operator during March 2012

Legislative required reports

The following reports were submitted during 2011/2012. MSIG, FMG, LTC, BM, ME, MFMA, SCM, Section 71 and 72, Monthly Budget Reports, Bank Reconciliations , State of Investments , Debtors and Creditors Reports and Income and Expenditure Reports.

Improvement of the District's planning capacity.

The existing Shared Services model was utilized to render services to the local municipalities. Services such as project management, Legal and Labour-relations, Environmental Health, Internal Audit etc, were rendered. LM's were requested to contribute R200 000 from their MSIG towards the Shared Services Model. Regular reports were tabled during meetings of the Technical Intergovernmental Relations Forum, by the relevant official.

Engagement with the Office of the Auditor General

The Auditor General, Mr Terrence Nombembe, met the Premier of the Province, SALGA and all Mayors, Municipal Managers, Chief Financial Officers from the District in Kimberley. Similar meetings between the Office of the Auditor General and Municipalities were then held at local level**. The findings of the AG-reports and MPAC Reports were then discussed during local Council Meeting where- The compilation of Audit Recovering Plans followed**.

4.3 INTERNAL AUDIT: PROGRESS REPORT BASED ON PERIOD: JULY 2011 – JUNE 2012

All the planned audits were executed as intended and the relevant reports were issued.

Being a shared service, this report provides information on all participating Municipalities.

AUDITS CONDUCTED PER MUNICIPALITY:

Municipality	QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
Pixley Ka Seme District Municipality	Completed	Completed	Completed	Completed
Emthanjeni LM	Completed	Completed	Completed	Completed
KareebergLM	Completed	Completed	Completed	Completed
Ubuntu LM	Completed	Completed	Completed	Completed
Umsobomvu LM	Completed	Completed	Completed	Completed
Siyathemba LM	Completed	Completed	Completed	Completed
Siyancuma LM	Completed	Completed	Completed	Completed
Thembelihle LM	Completed	Completed	Completed	Completed
Renosterberg LM	Completed	Completed	Completed	Completed

Additional: Adhoc Assignments/ Investigations

1. Siyathemba – Income: Cashier's office (Marydale)

Challenges

- A limited S&T allocation is and remains a challenge. S&T allocation is not sufficient to render an effective service to the entire district.
- The district is vast and it requires a lot of travelling. The extensive travelling puts an enormous pressure on the only four internal auditors and four clerks to perform the execution of 36 audits (9 municipalities X 4 quarterly audits per year).
- Because of limited funding the unit cannot make arrangements for accommodation and auditors are forced to travel daily. This extensive travelling is not conducive and has an impact on productivity. The safety and wellbeing of staff are also at risk by this extensive travelling.
- Continuous training is fundamental within the internal audit profession, however due to a lack in funding training is not addressed in a manner it should be.

Recommendation:

- That the budget inputs of the Internal Audit unit really be considered when the budget is drafted in order to really address the current challenge with regard to Subsistence and Travelling.

- That the position of the Senior Internal Auditor that is currently vacant be filled to assist in addressing some of the challenges and to improve on the effective functioning of the unit. Avenues should consistently be explored in an attempt to make the Internal Audit unit more effective.

AUDIT COMMITTEES:

In terms of Section 166 (4) (b) of the MFMA, the Audit Committee must meet as often as required, but at least four times a year. In order to comply with the MFMA,

The following schedule for Audit Committee meetings has therefore been drafted and followed for the period:

Municipality	Date	Date	Date	To Review Financial Statements	Date	Time
Renosterberg	28/02/2012	18/04/2012	20/06/2012	17/08/2012	19/11/2012	10h00
Siyancuma	16/03/2012	07/05/2012	27/06/2012	24/08/2012	22/11/2012	11h00
Siyathemba	17/02/2012	04/04/2012	06/06/2012	22/08/2012	27/11/2012	11h00
Ubuntu	22/02/2012	15/05/2012	10/07/2012	27/08/2012	04/12/2012	11h00
Thembelihle	23/02/2012	18/05/2012	06/07/2012	21/08/2012	07/12/2012	11h00
Umsobomvu	07/03/2012	24/04/2012	14/06/2012	29/08/2012	11/12/2012	11h00
Kareeberg	28/03/2012	03/05/2012	21/06/2012	23/08/2012	12/12/2012	16h30
Emthanjeni	27/03/2012	30/05/2012	09/07/2012	28/08/2012	12/11/2012	14h00
Pixley ka Seme DM	27/03/2012	30/05/2012	09/07/2012	28/08/2012	12/11/2012	10h00

Challenges (Audit Committee Meetings)

1. Siyathemba no longer has a committee in place.
2. Rescheduling of meetings however still remain a challenge and that contributed to the fact that the above schedule could not be implemented accordingly

Due to the challenges listed above the actual results of meetings held are as follows for the entire 2011/2012 financial year:

MUNICIPALITY	NR	DATE
Pixley ka Seme District Municipality	1.	30 November 2011
	2.	12 January 2012
	3.	27 March 2012
	4.	07 June 2012 – Rescheduled 09 July 2012
Emthanjeni Municipality	1.	30 November 2011
	2.	12 January 2012
	3.	27 March 2012
	4.	07 June 2012 – Rescheduled 09 July 2012
Renosterberg Municipality	0	None
Kareeberg Municipality		Internal audit reports reflected no findings
Siyancuma Municipality	1.	20 December 2011
	2.	16 March 2012 – Rescheduled 19 July 2012
Siyathemba Municipality	0	No Committee in place
Umsobomvu Municipality	1.	22 September 2011
	2.	07 March 2012
	3.	10 May 2012
	4.	14 June 2012 – Rescheduled 05 July 2012
Ubuntu Municipality	1.	22 February 2012
	2.	15 May 2012 – Rescheduled 12 July 2012

Thembelihle Municipality	1.	23 February 2012
	2.	18 May 2012 – Rescheduled 06 July 2012

Recommendation

In terms of section 166 of the MFMA the members of the Audit Committee needs to be appointed by Council. The functionality of the Audit committees in some of the local municipalities is currently a concern and it is not operating as intended. The intervention of the Council and management of the specific municipalities is therefore needed.

Latest developments:

Training was provided to all four Members of the Audit Committee of the District Municipality. The same committee is currently also rendering a service to the following Municipalities:

1. Emthanjeni LM
2. Siyancuma LM
3. Thembelihle LM
4. Ubuntu LM

The other municipalities not mentioned above make use of their own audit committees, except for Siyathemba Municipality.

The intention of this training was to equip the Audit Committees in executing their duties.

The role of the Audit committee is fundamental in ensuring that municipalities adhere to good governance and accounting and auditing standards, and adopts appropriate risk management arrangements. A well functioning Audit Committee is vital in assisting municipalities achieve good corporate governance.

It is therefore important for the Audit Committee to have good relations and communications with Council, Management and Internal audit. The effectiveness of internal audit and the Audit committee is however increased when all parties work in partnership. Good, open relationships between Internal Audit, Audit Committee, Management and Council are essential to add value to the organisation and should therefore be encouraged.

Pixley ka Seme District Municipality: Audit Committee

1. Executive Summary

The Audit Committee was appointed by Council in terms of Section 166 of the Municipal Finance Management Act, Act no 56 of 2003. The Audit Committee was mandated, by means of an Audit Committee Charter, to execute certain responsibilities. The Charter was approved by the Executive Mayor, The Municipal Manager and the Audit Committee Members, at a meeting held on 3 December 2009.

The following members served on the Audit Committee:

- Mr W De Bruin-Chairperson
- Mr ED Olifant-Member
- Ms C Penderis-Member
- Ms D Fourie-Member

The members of the Audit Committee are independent from the Pixley ka Seme District Municipality and written declarations of interest have been submitted to prove their independence.

The Audit Committee convened four (4) meetings, during the 2011-2012 financial year.

According to the MFMA, the Audit Committee should have at least 4 meetings per annum.

2. Audit Committee Responsibility

The Audit Committee reports that it has complied, as far as possible, with its responsibility arising from Section 166(2) of the MFMA.

Their responsibility includes the following:

a. Advise the Municipal Council, the Political Office Bearers, the Accounting Officer and the Management Staff on matters relating to:

- Internal financial control and Internal Audits.
- Risk Management
- Accounting Policies
- The adequacy, reliability and accuracy of financial reporting and information.
- Performance Management
- Effective Governance
- Compliance with Legislation

- Performance Evaluation
- Any other issues referred to it by the municipality.

The Internal Audit Unit issued Internal Audit Reports to the Committee regarding the abovementioned components. Findings which were not resolved by Management were brought to the attention of the Committee.

Recommendations made by the Audit Committee were implemented and reviewed by the Internal Audit Unit during follow-up procedures.

b. Review the Annual Financial Statements to provide the Council with an authoritative and credible view on the ginancial position of the Municipality and its overall level of compliance with legislation.

   The Committee reviewed the financial statements during 2011-2012 and issued a report to Council.

c. Respond to Council on any issues raised by the Auditor General in the Audit Report.

   A report will be compiled and issued to Council, no later than 31 March 2013.

d. Carry out investigations into the financial affairs of the municipality, as may be requested.

   No requests for investigations were received from the Municipality.

3. <u>Risk Management</u>

The Municipality has developed and approved a Risk Management Strategy. This strategy is the foundation for a continuous risk assessment process and for managing and monitoring risk on an ongoing basis.

A Risk Management Policy was also approved by Council to ensure that Risk Management receives the necessary attention that it deserves.

4. <u>Fraud Prevention Plan and Fraud Response Plan</u>

The Fraud Prevention Plan was approved by Council. It was tabled before the Audit Committee for comments and then approved by Council.

5. Internal Auditing

In terms of the MFMA, the Audit Committee has the obligation to oversee the operations of the Internal Audit Unit.

The following documents were approved by the Audit Committee:

- The Audit Committee Charter, 2011-2012
- The Internal Audit Charter, 2011-2012
- The Risk Assessment, 2011-2012
- The Internal Audit Strategic Plan (3 years)
- The Internal Audit Annual Plan, 2011-2012
- The Internal Audit Manual

6. External Auditing

The Office of the Provincial Auditor General is responsible for the external audit of Pixley ka Seme District Municipality. The Audit Committee Charter provides for an open communication between the Audit Committee and the Auditor General.

During the 2011-2012 financial year, it was not necessary for the Committee to meet separately with the Office of the Auditor General.

7. Audit Committee-meetings

The attendance at the Audit Committee was as follows:

Name of Member	Nr of meetings scheduled for 2011-2012	Nr of meetings attended
Mr ED Olifant	4	2
Mr W De Bruin	4	4
Ms D Fourie	4	4
Ms C Penderis	4	4

The MFMA stipulates that no Councillor should be a member of the Audit Committee. The Executive Mayor and Members of the Mayoral Committee were invited to attend all meetings as invitees.

It is hereby confirmed that no councillor serves as a member of the Audit Committee.

The Municipal Manager and Heads of Departments attended the meetings, in order to respond to concerns raised by the Committee.

8. <u>The effectiveness of the Internal Control Systems</u>

The effectiveness of the internal control systems were reviewed by the Internal Audit Unit and any shortcomings were reported to the Audit Committee. The Audit Committee dealt with it in the appropriate way.

9. <u>The Risk Areas of the municipality's operations covered in the scope of the internal and external audits.</u>

The scope of the Internal Audit was reviewed when the Risk Assessment and Annual Plan of the Internal Audit Unit was approved. The scope of the external audit was however not reviewed by the Audit Committee.

10. <u>The adequacy, reliability and accuracy of financial information provided by management.</u>

This was reviewed by the Internal Audit Unit as part of their normal audit work program. Any findings would have been part of the quarterly reporting to the Audit Committee.

11. <u>Accounting and Audit concerns identified as a result of internal and external audits.</u>

Audit concerns, internal and external, were submitted to the Audit Committee and it dealt with it, accordingly.

12. <u>The municipality's compliance with legal and regulatory provisions</u>

The municipality's compliance with legal and regulatory provisions was reviewed by the Internal Audit Unit. Any findings were reported to the Audit Committee at the normal quarterly meetings.

13. <u>The effectiveness of the Internal Audit Unit</u>

    The effectiveness of the Internal Audit Unit was reviewed during 2012, and a report was issued to the Internal Audit Unit.

14. <u>Self-evaluation of the Internal Audit Committee</u>

    The Internal Audit Committee last had a self-evaluation in 2010 and the report was submitted to Council.

15. <u>Performance evaluation of the Internal Audit Committee</u>

    The performance of the Internal Audit Committee was evaluated by the District Municipal Council, and a report was issued in this regard.

16. <u>The activities of the Internal Audit Unit, including its annual work-programmes, co-ordination with external auditors and the results of significant findings and response of management to recommendations.</u>

    The activities of the Internal Audit Unit were noted from quarterly reports submitted to the Audit Committee.

    All the findings submitted to the Management were followed up by the Audit Committee during the quarterly meeting. In cases where the responses were not to the satisfaction of the Audit Committee, management had to provide more detail. A decision was also taken that in cases where the Internal Audit Committee was not satisfied with a response, a follow-up should take place and a response should be given at the next meeting of the Internal Audit Committee.

17. <u>Matters requiring specific attention</u>

    The Committee noted that the Auditor General issued a qualified audit opinion, once again for 2011-2012.

    To my opinion it is possible for the municipality to move in the direction of an unqualified report of managers make sure that they improve on the matters that were raised by the Auditor General. The Internal Audit Committee should also improve on their role and advise the Municipal Council on matters raised by the Auditor General.

5 Chapter 5: Functional Area service delivery reporting

2.3 Division: Infrastructure

Purpose:
To provide infrastructure for previously disadvantaged communities through the Municipal Infrastructure Grant and other infrastructure grants within the District Municipality and to assist Local Municipalities with the Operation and Maintenance of Water, Sanitation, Municipal Roads and Stormwater infrastructure.

Functions:

- Project Management Unit –
  - Financial Management
  - Project Identification / Feasibility process
  - Contract Administration
  - Programme/Project Management
  - Monitoring Database
  - Project Monitoring and Evaluation
  - Other capital works funding
  - Operation and Planned Maintenance
  - Community Liaison / Development
- Operation and Maintenance Support Unit

Key Performance Area's

This year report consists of the following Key Performance Area's:

2.3.1 BASIC SERVICE DELIVERY, LED& MUNICIPAL TRANSFORMATION

The objectives for the key performance area are:

Water
Bucket Eradication
Assistance to the local Municipalities by the PMU
Operation and Maintenance
Local Economic Development
Integrated Planning

No	Strategic Objective	Key Performance Indicator	Baseline Information	Evidence	Progress	Challenges
1.	To enhance the service delivery in the District to deliver the best possible service to LM's	4 meetings per financial year. Public and Private sectors to form partnerships	Quarterly meetings	Agendas, minutes & attendance registers for each of the 4 meetings of the clusters	Attended District EPWP forum meetings hosted by Dept of Roads & PW. Held 4 Water Sector forum meetings at the DM with LM's to discuss challenges. Attended Eneregy Forum meetings host by Dept of Energy	None
2.	Water	Conduct a study on the actual backlogs on potable water	Document by 30 June 2012	Formal report	No GIS maps were supplied by the service providers. Munic' supplied the DM with backlog reports	
		Prioritise Local & District list of all bulk projects in the district. Attend quarterly meetings	30 June 2012	Submit reports	Planning and Monitoring sub- committee meeting was held in and the RBIG project list was discussed for comments and additions. The Dm was task with the	

No	Strategic Objective	Key Performance Indicator	Baseline Information	Evidence	Progress	Challenges
					collating of LM priority list and compiling a District list. All the lists were submitted to DWA. The Provincial Bulk Infrastructure list was finalized in April 2012 indicating the priority ranking of each project in the Province.	
3.	Bucket eradication	Conduct a study on water and sanitation at schools within the district	Report 30 June 2012	None	Dwa appointed service providers to do the study on water and sanitation at schools. The school was place into 3 catergories, This is not a function of the District.	
		Draft and submit a business plan for the eradication of dry sanitation in the district	Business plans submitted by 30 June 2012	Final Business plan submitted to CGTA	COGHSTA has given an indication the dry sanitation is above the RDP standards and are not easily funded under MIG.	Solicit funding for dry sanitation elsewhere
		Conduct a study on actual backlogs on sanitation within the district.	Report 30 June 2012	Formal report	No GIS maps were supplied by the service providers. Munic's supplied the DM with backlog reports	

No	Strategic Objective	Key Performance Indicator	Baseline Information	Evidence	Progress	Challenges
4.	To assist LM's with project manageme nt on the implementa tion of all infra structure related projects	Assist municipalities on 100% spending on the MIG allocation	Report on 30 June 2012	Report on expenditure	Assist the LM's with queries, site inspections, technical support and advice, monitoring and implementation	RBIG funding is being spent by LM's and MIG expenditure is low.
5.	Operation and maintenanc e	Assist local municipalities with the implementation of the Operation and Maintenance Plans of the municipalities	Implementati on of 8 O&M Plans of the Local Municipalitie s by 30 June 2011	Implementation of O&M plan 100% completed	Assisted Renosterberg with O&M of water treatment works- Chlorine was bought for the purification process. LM's applies directy to DWA for funding.Most LM's do not have O & M plans in place for their assets. Assist LM's with the compilation of Action plans as and when needed.	
6.	Implement all infrastructur e funds availed using the EPWP Guidelines (labour	Report on a monthly basis on the number of jobs created. Submit quarterly process reports, attend EPWP forum meetings & summits	Report by 30 June 2012	Report on spending,imple mentation, jobs created	Attended the district EPWP forum meetings. Attended the EPWP summit in October 2011. Reported on the 376 jobs created	

No	Strategic Objective	Key Performance Indicator	Baseline Information	Evidence	Progress	Challenges
	intensive constructio n methods)					
7.	Municipal Transforma tion & Organisatio nal Developme nt	Develop a system/strategy that will ensure that the district leverages more external funding,i.e other grants as the neighbourhood development grant etc	Report 30 June 2012	Business plans to be submitted to Funders	Business plan for the neighbourhood development grant was compiled for the District and LM's	
8.	Local Economic Developme nt	Develop a programme for capacity building for new and local contractors	Report by 30 June 2012	Programme outline	376 jobs were created using the EPWP guidelines, 2 main contractors were used.	
9.	To promote integrated planning and developme nt in order to eradicate fragmented service delivery by ensuring that the district creates a central	Explore the co-existance of the central planning forum with the District IGR and develop a terms of reference for the process	Report by 30 June 2012	Terms of reference to be completed	Development cluster was established and the Terms of reference developed and adopted.	
		The creation of a central planning forum for intergrated planning in the district	Holding planning meetings that will be a feeder to the IGR at least 4 times a	Agendas, invites and minutes	No meeting was held, no minutes or agendas .Only address issues as per the discussions in the management meetings.	

No	Strategic Objective	Key Performance Indicator	Baseline Information	Evidence	Progress	Challenges
	planning forum		year			
		Reporting to the District IGR as per investigation in 1 above	Submission of reports to various fora	Presentations, and reports	Submitted reports and presentations on the issues as highlighted in the management meetings	
		Develop a tailor made support programme for LM's	Reporting to the Office of the MM on the municipal planning support	Reports to be submitted	Submitted reports at the management meetings and the standing committee meetings.	

3.3.1 Regional Bulk Infrastructure Grant (RBIG)

The purpose of the programme is to ensure the development, operation and maintenance of new and existing regional bulk infrastructure. Bulk infrastructure connects the water source to the internal distribution system, which supplies water to the consumers and also includes waste water infrastructure (water treatment works and oxidation ponds).

The District priority list has been submitted to DWA and Provincial priority list has been finalized in May 2012.

Priority Nr	***DM***	***LM***	***SchName***	***Project Name ****	***Project Description***	***RBIG 1112 Allocation***	***Total 1112 Allocation***	***RBIG 1213 Allocation***

3	Pixley ka Seme	Umsobomvu	Colesberg	Bulk Water Supply to Umsobomvu: Colesberg Phase (MIG147, 157)	Construction of a pipeline from Orange River to Colesberg as well as the upgrading and extension of Colesberg and WTW.(Phase1&2))	32 500 000	32 500 000	
4	Pixley ka Seme	Umsobomvu	Colesberg	Colesberg Wastewater treatment works	Colesberg Wastewater treatment works (Phase 4)	-	-	19 000 000
5	Pixley ka Seme	Umsobomvu	Norvalspont	Upgrading of bulk water abstraction point:Mazizakhe	Upgrading of bulk water abstraction point from Bloemwater :Mazizakhe(Phase 5)	-	2 000 000	10 000 000
6	Pixley ka Seme	Umsobomvu	Noupoort	Bulk Water Supply to Umsobomvu: Noupoort Phase (MIG147)	Groundwater development and replacement of all bulk infrastructure, replacement of reticulation system, (Phase 3)		-	15 000 000
10	Pixley ka Seme	Thembelihle	Strydenburg	Bulk water supply to Strydenberg	Borehole development & bulk supply line from Hopetown	300 000	300 000	-
11	Pixley ka Seme	Thembelihle	Hopetown	Steynville Bulk Water Supply & Distribution	Steynville Bulk Water Supply & Distribution		-	11 000 000
13	Pixley ka Seme	Emthanjeni	De Aar	Bulk water supply to PKS : Borehole development programme in De Aar/Bulk pipeline from VanderKloof/ Petrusville	Develop of the groundwater aquifer 12km outside De Aar with approximately 30 boreholes.	-	-	10 000 000
16	Pixley ka Seme	Kareeberg	Vanwyksvlei	Additional Groundwater for Van Wyksvlei	Additional Groundwater for Van Wyksvlei	-	-	-

17	Pixley ka Seme	Siyathemba	Niekershoop	Bulk water supply to Niekerkshoop	Feasibility study for Groundwater or Bulk water pipeline from Orangeriver to Griekwastad and with water treatment works. pipelines	-	-	-
18	Pixley ka Seme	Siyathemba	Marydale	Bulk water supply to Marydale	Feasibility study for additional groundwater or a Bulk water pipeline from Orange river and water treatment works.	-	-	-
19	Pixley ka Seme	Renosterberg	Vanderkloof	New WWTW for Van Der Kloof	New WWTW for Van Der Kloof on new site to increase the capacity and to near community	-	-	-
27	Pixley ka Seme	Renosterberg	Philipstown	Borehole development for Philipstown	borehole development for Philipstown to accommodate the 350 new houses planned in Philipstown	0	0	0
30	Pixley ka Seme	Kareeberg	Carnarvon	Development of additional boreholes for Carnarvon	Development of Additional Borehole for Carnarvon for future development	0	0	0

3.3 Housing Development

The municipality is in the process of implementing the MOU/SLA that was signed with all local municipalities in the district. Pixley ka Seme District Municipality also now enjoys Level 2-accreditation.

The District Municipality will not only be involved in the implementation phase of the housing-projects in the district, but also the planning, business planning and drafting of the submissions.

Current Projects

- Umsobomvu (Ou Boks)
- Kareeberg(Carnarvon 88)

- Renosterberg (Philipstown 100 , Keurtjieskloof 50 HOUSES AND S)
- Siyancuma (Scmidtsdrift 100, Bongani 150, Breipal Rectification of structural damage, Breipal 50)

Ouboks
1050 units have been completed since the inception of the project, out of a total of 2220. Two hundred (200) units will be rental units, to cater for the middle-income earners in Colesberg, and 86 for the gap-market. (Bond-related)
Tyoksville in Noupoort is currently being implemented.

- **Kareeberg**

Carnavon 88. This project is nearing completion, despite the challenges which were experienced.
Carnavon 650. Additional sites are being planned.
Van Wyksvlei – Discussions are at an advanced stage with the Department of COGHSTA to ensure that the construction of 50 houses commences, to replace the 50 mud houses in the town.

- **Renosterberg**

Phillipstown 100. A contractor has been appointed, and construction has commenced on this project.
Keurtjieskloof 50. The services-contractor is nearing completion with the installation of the services. Housing-construction will immediately commence on completion of the installation of the services.

- **Siyancuma**

Schmidtsdrift 100. The construction of the 100 units is completed, although 61 sewer-erf connections are still outstanding. A contractor has been appointed to complete the outstanding services.
Bongani 150. The project is being implemented in two phases. Phase 1 was the construction of 80 units. Phase 2 (70 units) will be implemented during the new financial-year.
Breipaal – Rectification needs a structural engineers report on the structures in the process of sorting that out
Breipaal 50. The business plan has been submitted to the Department of COGHSTA.

- **Siyathemba**

Prieska 203. This project is completed.

4.3 Environmental Health Services

Pixley ka Seme District Municipality has a legal mandate to provide municipal health services to the local municipality. In terms of National Health Act (ACT NO 61 OF 2003)

The municipal health services are as follow:

1. Water Quality Monitoring
2. Food Control
3. Waste management
4. Health Surveillance of Premises
5. Surveillance and prevention of Communicable Diseases, excluding immunization
6. Vector Control
7. Environmental Pollution Control
8. Chemical safety
9. Disposal of the Dead

Staff Recruitment and Skills Development

Senior Environmental Health Practitioner

end The position of a Senior Environmental Health Practitioner was advertised and Mr. S. Nundze was appointed as a Senior Environmental Health Practitioner on the 1 March 2012. Sadly two of our colleague Ms. M J Yawa and Mr S Nundze resigned at the of April and May 2012 respectively, their resignation resulted in EHP's having a huge workload, as they must compensate for their absence.

Environmental Health Practitioner (Community Services)

A total number of 4 Environmental Health Practitioners (community service) were trained from January until December 2011.

The following Environmental Health Practitioners (community service) were allocated to serve the Pixley ka Seme District Municipality and to carry out environmental health service for the 2012 period.

Municipality	EHP Community Service (2012)
Kareeberg	Ms Thato
Siyathemba	Ms Zonke Mfaxa
Thembelihle	Mr Mohau Karedi
Ubuntu	Ms Ernstine Louw

Trainings and workshops

- Tobacco training by National Department of Health
- Air quality monitoring by Department of Environment & Nature Conservation

- Waste management (hazardous waste and waste information system) by Department of Environment & Nature Conservation
- Environmental Health Impact Assessment by MTI
- Blue Drop and Green Drop System by DWA

Meetings

- Environmental Health Forum Meeting
- Departmental Meeting
- Health and hygiene Promotion meeting
- Air quality Monitoring Forum Meeting

Communicable diseases

Service Authority	TB	MDR	XDR	Rubella	Smallpox	Measles	Malaria
Emthanjeni	2	0	0	0	0	1	0
Kareeberg	32	3	1	0	0	0	0
Renosterberg	4	0	0	0	0	0	0
Siyancuma	35	8	2	0	0	0	0
Siyathemba	16	5	0	21	19	0	2
Thembelihle	43	1	0	0	0	0	0
Ubuntu	13	0	0	0	0	0	0
Umsobomvu	165	3	0	0	0	0	0
Total	**310**	**20**	**1**	**21**	**19**	**1**	**2**

Communicable diseases cases reported in 2011/2012

Tuberculosis

EHP's were conducting door-to-door visits after notification of TB and provided health education to family members on the mode-of-transmission, its prevention, and control. The door-to-door visits also involved environmental inspection to determine if there weren't any environmental factors which might contribute to the illness. The Tuberculosis cases in the region are increasing, with a current total of 310 TB cases reported during 2011/2012 period, with an increase in drug resistant TB, due to patients defaulting from their treatment.

During environmental health investigation, it was found that majority of TB patients, are living in overcrowded households, with poor hygiene practices and poor house infrastructure, without proper ventilation, contributing to poor indoor air quality. These poor conditions in households, posed risk of cross infection within the household. Inspection reports were given to the Department of Social Development to address the social challenges, as some the patients did not have nutritious meals, which are essential for the treatment.

In Kareeberg a soup kitchen was opened to assist the TB patients with meals by environmental health unit personnel, but due to lack of funding it could not be sustained. A food garden was initiated in Prieska Hospital, where TB patients were involved in the planting of vegetables like carrots, spinach and lettuce etc, to encourage them to have a balance diet when taking their treatment.

Smallpox

JJ Dreyer Primary School in Prieska experienced an outbreak of small pox with total of 19 cases. A Seven year old boy died of the infection. The E.H.P-unit investigated the cases and provided health education to the family members. All close contacts *(i.e. household residents, school classmates and Clinic sisters*) received vaccination as a precautionary measure. The outbreak was brought under control and no new cases have being reported.

Rubella

A Total of 21 cases of rubella were reported and investigated in Marydale. Blood samples were taken to confirm infection on all suspected cases including their contacts. The suspected cases and contacts were advised to stay home to control transmission. Environmental health and the nurses provided health education to the schools and all the contacts.

Water Quality Management

Water Quality Management is performed to ensure the availability of adequate quality water in the district. Water sampling is conducted on a monthly basis and the results are loaded on the DWA Blue Drop system and information based on the quality of the water within the district is obtained.

Water quality is measured against the South African National Standard for Drinking water (**SANS 241: 2011**).

Depending on the population density the SANS code 241.2011 requires on average a minimum of 1: 10 000 Ratio for sampling sites.

According to SANS 241:2011 water sampling frequency

Population Served	Frequency(Minimum)
Less than 2500	1 every month
2500 - 10 000	2 every month
10 001 - 25 000	3 every month
25001 - 100 000	10 every month
More than 100 000	10 very month per 100 000 population served
During rainy season, sampling should be carried out more frequently	

Water Quality Status 2011/2012

Service Authority	Samples Required	Current Samples taken per month	Total Samples Taken
Emthanjeni	10	14	168
Kareeberg	3	8	96

Renosterberg	3	11	132
Siyancuma	10	12	144
Siyathemba	3	12	144
Thembelihle	3	6	72
Ubuntu	3	10	120
Umsobomvu	3	9	108
Total	**38**	**82**	**984**

Water Quality Analysis

Most local municipalities were experiencing extensive failures with ***E.coli*** level, with some sampling points having ***E.coli*** contamination reaching 201cf/ml against acceptable level standard of 0cf/ml. Water samples collected at water treatment works, also contained ***E.coli,*** which was a clear indication that water treatment should be intensified.

During the investigation to determine the cause of failures to ***E.coli***, it was detected that the chlorine machines were not operating correctly and some of the personnel who are responsible for treating water are not applying corrective procedure/dosage. The non-compliance with SANS 241:2011, clearly indicated that training for personnel and continuous monitoring of equipment is required. The municipalities are also expected to draft and implement water safety plans in all operations, which will assist to improve their operation and identify risks. In Umsobomvu Municipality, results on microbiology indicated poor performance and urgent intervention was required, re-sampling was conducted after the machines were fixed. Affected communities were advised to boil the water before consumption.

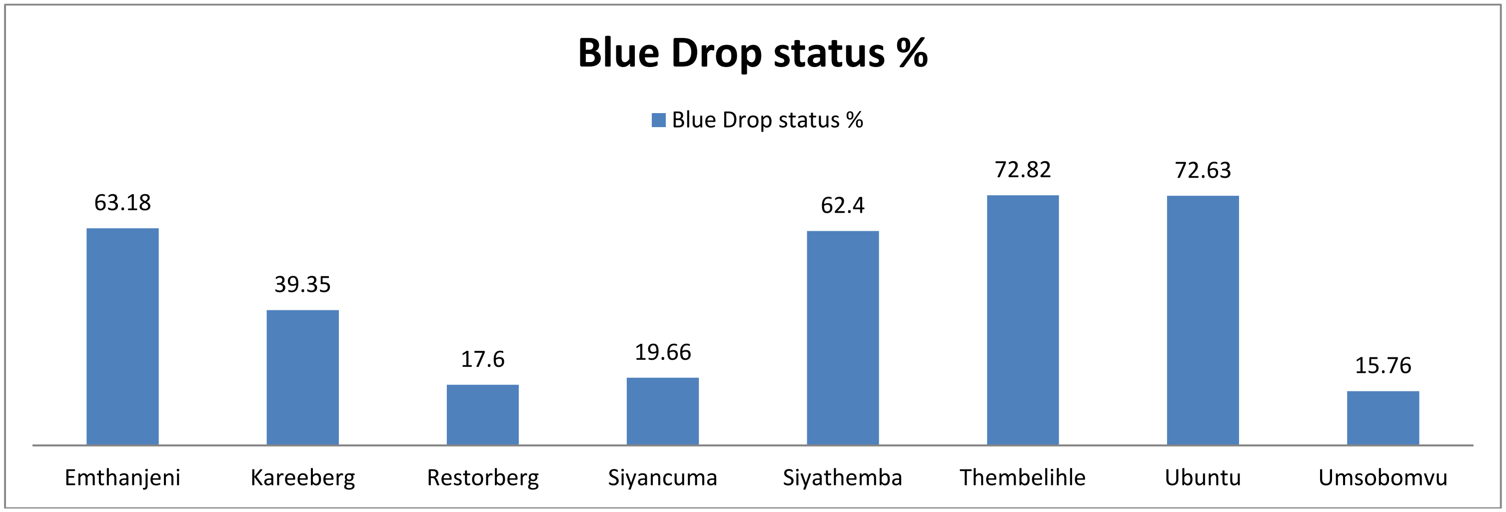
2011/2012 Blue drop Performance

Blue drop Assessment criteria (Check Annexure A, 2011/2012 DWA blue drop report)

1. Water Safety plan (35%)
2. Treatment Process Management (10 %)
3. Drinking water Quality (30%)
4. Management, Accountability (10%)
5. Asset Management (15%)

   All the towns are assessed individually and the final score for the local municipality is obtained and presented as a final performance score.

Municipalities 2011/2012 Blue Drop Performance



Blue Drop Performance 2011/2012 Assessment

- Thembelihle, Ubuntu and Emthanjeni municipality are the best performing municipalities in the district and are in the top 10 provincially.
- Umsobomvu, Siyancuma and Renosterberg are the poorest performing Local Municipalities, due to poor water quality, poor operational management and failure in loading of data on the Blue Drop system.
- The repeated failures compromised the water quality distributed to the community and affected the municipality's performance on blue drop system.
- The high level of contamination level in water has a potential to cause waterborne diseases.

Findings

- Most municipalities indicated that during the rainy season, water is at times contaminated, since most of the municipalities get their water from boreholes and rivers, and then compliance is compromised.
- Some constituents are associated with site-specific water quality problems, such as chlorination pumps which are empty and required to be replaced.
- Some of municipalities that are underperforming are due to lack of proper operation plan and lack of water safety plans.
- During investigation of failures in Umsobomvu and Siyancuma, the technical department indicated that failures in area like Noupoort occurred due to chlorination machine that was leaking, which caused low level of residual chlorine and resulted to non-compliance of water quality in the area, whilst in Douglas the pipe leakage occurred and growing of algae and in Norvalspont it was due to lack of maintenance (the head of the chlorine machine was blocked).

- The high number of failures encounted in Umsobomvu sampling points gave a clear indication of an ineffective treatment of water.
- The water results from the laboratory were received late contributing to results loaded late on the Blue Drop system and affecting the performance.

Action Taken

- Due to high failures, re-sampling was conducted. The results after re-sampling also gave an indication of high ***E.coli*** in water.
- Umsobomvu water sampling program will now be conducted on a weekly basis, to monitor the effectiveness of the new improved water treatment procedure
- Health and Hygiene education was done by distributing pamphlets and Boiling Alert was issued to affected communities; they were advised to boil the water before consumption.

Food safety Management

A total of 508 of food premises were inspected, during the reporting period and a total of 60 Food handlers were trained in Victoria West, Carnarvon and Noupoort. An increase of illegal food premises in our townships posed a serious health risk, as the owners are sleeping, bathing and cooking inside the shops and the hygiene status of the shops is unacceptable. Due to non compliance of the food premises to Environmental health Regulation, relating to health and hygiene, a total of 13 shops were close in De Aar, Richmond, Victoria West, Noupoort and Philipstown to ensure that the health of the public is not compromised.

Service Authority	Food premises Inspected	COA Issued	Condemnation Certificates Issued
Emthanjeni	8		15
Kareeberg	70	2	8
Renosterberg	25	0	0
Siyancuma	218	2	0
Siyathemba	31	1	3
Thembelihle	64	1	0
Ubuntu	20	7	2
Umsobomvu	73	14	10
Total	**509**	**27**	**38**

Food premises Inspected

Certificate of Acceptability's (C.O.A's)

A total of 27 C.O.A's were issued during the reporting period. Most of the food premises are not issued with COA's due to non-compliance to Regulation R918 regulating general hygiene and , promulgated under the Health Act,1977 (Act no 63 of 1977), and the EHP's issued them with timeframes to get their food premises in order.

Condemnation Certificates

Total of 38 condemnation certificates were issued for expired foodstuff, which were confiscated from food premises and condemned at the landfill sites. Food premises owners were then able to claim from their service provider for condemned foodstuff. The food premises owners were encouraged to dispose off expired foodstuff, to avoid food poisoning in the community.

Food Sampling Runs 2011/2012

The aim of the sampling run was to determine the safety and nutritional content of foodstuff, to determine compliance with Foodstuff Cosmetics and Disinfected Act 54 of 1972. The range of foodstuff sampled included salt, peanut butter, groundnuts, 100% juice and maize. Snacks were selected for the sampling run around the province. The samples were taken from the manufacturer to the consumer points. A total of 9 samples were conducted for the district and all the samples complied with the standards. Food sampling was also conducted during different departmental functions, to assist with monitoring of food served during event to avoid food poisoning.

Events Coordinated

- Phelophepha Train visited four towns in the district: Colesberg, Prieska, De Aar and Douglas. EHPs took part in organizing the event, to promote health and attend to social issues. School health program was also rolled out to needy schools to attend to psychological issues, screening for infection and health and hygiene promotion.
- Food safety monitoring was conducted during NHI event. A total of 40 food samples were taken to determine the safety of food provided during the three day event.
- Food safety monitoring was also conducted during TB awareness and a total of 32 food samples were taken
- In all the events no case of poisoning was reported

Non-Food premises

Total number 189 of non-food premises were inspected and the infrastructural conditions are not satisfactory.

Schools

All the school feeding schemes were inspected and hygiene practices in some of the school were unsatisfactory. Training on the safe handling of food has been rolled out in the school feeding schemes. Some schools do not have proper kitchens for preparing food. The hygiene conditions of the ablution facilities are unsatisfactory and two schools ablution facilities were closed due to the unhygienic conditions. Meetings with the school governing body were held to get temporarily cleaners to assist with the cleaning of the toilets. Currently those schools are using the temporary cleaners to monitor the hygiene of the ablution facilities.

Day Care Centres
Evaluations of day care centres were conducted and 90% of our centres were following under level II according to Department of Health criteria. Overcrowding, insufficient number of ablution facilities and unhygienic conditions in some of the day care centers posed serious health risks.

Health Facilities
A total of 123 health personnel and general workers were trained on proper management of medical waste, to improve on the storage and disposal of the medical waste in a proper manner.EHPs are continuously monitoring and educating cleaning personnel, to improve their cleaning practices.

Waste Management

Waste Water
Waste water sampling is conducted on a monthly basis to determine compliance of effluent released. The Green Drop assessment for 2012/13 will begin in October to determine Local municipalities' performance to Green Drop.

Landfill Sites

Findings
All landfill sites in the district were audited and the current status is unsatisfactory. Due to lack of access control, waste is disposed all over the site. Waste disposed at the site is not covered regularly, leading to waste being blown all over the site by wind.

Action Taken
Municipal technical departments and Department of Environmental & Nature conservation were informed to assist with the management of waste at the sites.
Chemical Safety
Total of 22 hazardous substances licenses were issued to hazardous substance dealers and regular monitoring is been conducted. No cases on hazardous substances were reported.

Air Quality Monitoring
The air quality affects the visibility, ambient air quality and temperature, hence monitoring and measuring of emission is essential. Department of Environment and Nature Conservation (DENC) requested Pixley ka Seme District Municipality to appoint an Air Quality Monitoring Officer to monitor and issue Emission licenses, monitor compliance with emission standards for the district and to be part of the Provincial Air Quality

forum. The licensing fees are stipulated on the regulation governing the air emissions. The department will assist with air quality management plan.

Disposal of the Dead

Total of 19 funeral undertakers were inspected to monitor compliance. A total of two applications for body exhumation were received and permission was given in Douglas and Norvalspont. Environmental health practitioners monitored the process.

Complaints

A total of 13 complaints were received regarding animal keeping and livestock. All the complaints were successfully attended to and resolved. Unfortunately farmers in areas like Colesberg are faced with shortage of commonage land, as result they are forced to keep their livestock in their yard. Education and cleaning of the yard where animals are kept was conducted to encourage cleaning of the yard to avoid odours and flies.

ENVIRONMENTAL HEALTH PROJECTS

Food handlers Training

Total of 60 Food handlers were trained in Victoria west, Carnarvon and Noupoort to improve safety practice during preparation of food.



(Food handlers training in Victoria west)

Health & Hygiene Campaignin Van wyksvlei

A campaign was conducted by the Community Service EHP, on the 7th of February 2012 in Vanwyksvlei, and other stakeholders like NEDC and DWA took part in the project. The project involved cleaning of houses to encourage and improve hygiene especially in TB patient's houses. Wheel chair ramps were also built for the elderly.

Pic 1: Cleaning of a house in Van wyksvlei **Pic 2: Building of wheel-chair ramp**





Clean Up Campaign in Vosburg

On the 15 March 2012 a community-cleaning campaign was conducted in Vosburg. Vosburg residents were educated about the importance of not littering and were also involved in the clean maintenance of their community.

Pic 3: Cleaning of the stream ***Pic 4: Door to door***





Challenges

- Under-staffing and constant change of community service EHPs, resulted in unsustainable implementation of Municipal Health Services
- Financial Constrains which contributed to the lack of implementation of environmental health projects. Lack of personnel protective equipment especially during water sampling, TB tracing, body exhumation and landfill site inspections
- Lack of training to develop skill and accumulation of score to be able to comply with Health Profession Council of South Africa standard, to practice as an environmental health practitioner.

Conclusion

More Environmental health projects will be implemented throughout the district to address the increase in number, of communicable diseases outbreaks to prevent new incidence and control the reported cases.

5.3 Local Economic Development

5.3.1PIXLEY RENEWABLE ENERGY HUB

The Pixley ka Seme District Municipality proactively took bold steps towards diversification of the District economy from one that relies on mining and agriculture. The Pixley ka Seme District 2010 Investment and Renewable Energy Conference was an important milestone aimed at

‘Setting the District on a Growth Path’ through innovative local economic development initiatives. The gains made in this emerging sector are a product of committed political and administrative leadership from District and local municipalities. Taking a bird’s eye view of the District together we managed to declare ourselves as a Renewable Energy Hub seeking to attract foreign direct investments into solar, wind, hydro and biomass projects.

During During December 2011, the Department of Energy (DoE) and the National Treasury named the first 28 preferred bidders, along with solar and wind projects collectively representing 1 416 MW of potential capacity. These developers had until June 2012, to take 19 of their

Project	Bidder Name	Technology	Net Capacity	Location
Greefspan PV Power Plant	AE-AMD Independent Power Producer 1 (Pty) Ltd	Solar PV	10.0	Douglas, Siyancuma LM
Herbert PV Power Plant	AE-AMD Independent Power Producer 1 (Pty) Ltd	Solar PV	19.9	Douglas, Siyancuma LM
Mulilo Renewable Energy Solar PV Prieska	Gestamp Mulilo Consortium	Solar PV	19.9	Prieska, Northern Cape
Mulilo Renewable Energy Solar PV De Aar	Gestamp Mulilo Consortium	Solar PV	9.7	De Aar, Emthanjeni LM
De Aar Solar PV	South Africa Mainstream Renewable Power De Aar PV (Pty) Ltd	Solar PV	48.3	De Aar, Emthanjeni LM
Solar Capital De Aar (Pty) Ltd	Solar Capital De Aar (Pty) Ltd	Solar PV	75.0	De Aar, Emthanjeni LM
Kalkbult	Scatec Solar	Solar PV	72.5	Phillipstown, Renosterberg LM
			255.3 MW	

projects to financial close. The Pixley ka Seme Renewable Energy Hub was allocated 7 of the preferred bids resulting in the abovementioned areas:

The Pixley ka Seme District Renewable Energy Hub got a boost in the second window again made it in the nine solar PV bidders identified, with the 75 MW Solar Capital De Aar 3 and the 36.8 MW Linde project (Hanover) making the list, this adds 111,8 MW

The second bidding window for the Renewable Energy Independent Power Producer Programme (REIPPP) allocation increased our solar portfolio to 367.1 MW. Conservative estimations show that renewable energy programmes would create about 1000 temporary construction jobs and close to 400 permanent operational jobs by the end 2013 and will be greatly influenced by round-one preferred projects reaching financial closure. Additional jobs will be created through components manufacturing and assembly resulting in 500 plus permanent jobs by 2014.The local community is grateful for the efforts by Energy Minister Dipuo Peters in supporting efforts in the NC Province. She was concerned that some of the projects named during window one were experiencing challenges in reaching closure by the June deadline, and appealed to those facing any distress to communicate with government as soon as possible. The construction of Kalkbult and De Aar Solar Capital solar plants are expected to start by August 2013 for twelve months providing much needed employment within 50km radius of Phillipstown and De Aar areas, with other projects expected to take shape by from 2013 and up to 2016.

The District LED is looking into ways of getting investors that can take advantage of the 25 MW available for landfill gas, as well as the 12.5 MW for biomass and the 12.5 MW for biogas technologies available and were likely to feature in the small-project tender. These efforts can find synergies with the Agave Plantations project earmarked for Carnarvon through the support Seda. The industrialization of the District is dependent on energy security and thus the Renewable Energy Hub serves as a catalyst in achieving the anchor projects contained in the District Growth and Development Strategy. It is easy to find linkages with the New Growth Path and other national policy imperatives if taking a closer look at District LED strategy.

5.3.2 Square Kilometre Array (SKA) radio astronomy project

The construction of the SKA is expected to cost about Euro 1.5 billion. The SKA consortium would spend an estimated Euro 100m to Euro 150m a year to operate and maintain the telescope, Uasa said. The SKA would be 50 times more sensitive than the most powerful telescopes presently available. Africa's bid to host the Square Kilometre Array (SKA) radio astronomy project could be a powerful driver for socio-economic development, South Africa's Minister for Science and Technology, Naledi Pandor, said this week.

The bid, led by South Africa in a partnership with several other African countries, also aims to present the continent as a premier destination for scientific research. The partner countries, which include Botswana, Ghana, Kenya, Madagascar, Mauritius, Mozambique, Namibia and Zambia, seek to gain a substantial boost to their academic resources from their participation. It is said that, astronomy embraces all aspects of science, physics, mathematics, chemistry, biology, engineering, and in Africa in particular, research is the way forward to eradicate poverty and ignorance, Pandor told journalists at a news briefing. She said R55 million (U.S. $7 million) has already been spent on human capital development for the SKA project. From 2012 to 2017 an additional R200 million (U.S. 26 million) plus will be spent, she added.

5.4Communication Unit

5.4.1Communication Forums

- These are legislative knowledge -sharing and consultative quarterly communication structured meetings organised and facilitated by the Communication Unit at regional and local levels to coordinate and facilitate government communication. These Forums are attended by all government departments, NGO's and Parastatals at regional and local levels.
- The District Communication Forum is fully functional
- Due to the visit of the NCOP and the National Health Minister, we convened two meetings of the Forum
- In our quarterly meeting in August 2011 we provided training to communication personnel in municipalities and District departments around developing communication strategies and action plans for their respective institutions and the design and layout of newsletters
- We have facilitated the establishment of the Siyncuma Local Communication Forum and provided training around its roles and responsibilities
- In conjunction with GCIS we have developed a face book page to enhance communication amongst members of the Forum and the lager public
- There is an improvement with regard to the coordination of government messages amongst government departments, parastatals and other stakeholders in the District as result of the work done by the District Forum

5.4.2PKS Newsletter

- During the financial year under review, we published two editions of our newsletter
- People in PKS District have warmly welcomed the publication and has indicated that they are now receiving information around the programmes and activities of the municipality and local government departments
- As a result of this communication tool, communication between local government and the people has improved tremendously
- Communicating the plans and services of the District Municipality
- Facilitating access to government services and information
- Facilitating public participation (Full opinion page)
- Media Relations
- Profiling of local government leaders (Executive Mayor has his own space : Message from the Desk of the Executive Mayor where he directly communicate with people in the region around pertinent issues that affect the region)

- Communication on local government five-year integrated development plan
- Link to provincial and national programmes
- Development priorities
- We communicate progress with regard to the Local Government Turn Around Strategy in the District
- Governance issues :building local government capacity, progress and plans in implementing PKSGDS
- Infrastructure development
- Economic development and job creation programmes (We featured DTI's outreach and intervention programme in Siyancuma)
- Social development (We featured the launch of COPE 17 Campaign in De Aar)
- Service delivery (We featured the Deputy President's War on Poverty Campaign in Phillipstown)

5.4.3Proposed Teacher Training Manual (Infusing Municipal Processes and Systems into the School Curriculum)

- We are in the process of assessing the possibility of developing a Teachers Training Manual containing lesson plans and assessment activities around municipal processes and systems to be infused in subjects such as Life Orientation, Economics, Business Studies, Social Sciences and Accounting
- We will assemble a Team of Subject Advisors from the District Education Office specialising in the above-mentioned areas to work on the development of the manual.
- The objective is to improve youth participation in the affairs of municipalities by exposing them to municipal systems and processes at a school level.

5.4.4Spreading Municipal Messages through Drama/Youth Parliament

- As part of our strategy to spread municipal and government messages to young people, we are making use of a local drama group based in Colesberg
- We managed to stage one play during a cultural event in Noupoort
- The only serious constraint is the fact that most municipalities do not have local drama groups
- We have approached the Department of Sports, Arts and Culture to assist us with the establishment of Local Drama Groups in other Municipalities so as to spread municipal and government messages to young people
- Due to the fact that no assistance has been coming forth, we decided to terminate this programme and introduce a Youth Parliament as a mechanism to spread municipal and government messages to young people in the District for the financial year 2012/13

5.4.5Capacity Building and Training

On the 11 of August 2011, we provided communication training to municipalities and district departments as a means of consolidating our previous training on the following areas:

- Developing a Newsletter using Publishers Programme.
- Basic Communication Skills
- Developing a face book page as a means of Communication

The Communication Unit has now been located in the Office of the Executive Mayor as from 1 July 2012 and for the next annual report (2012/13) will report as part of the Office of the Executive Mayor.

5.5Disaster Management

Disaster Management Centre
The Disaster Management Centre has been established and operates as it is supposed to, albeit with limited resources.

Disaster Management Framework
The document is in place and will be reviewed during the next financial year.

District Disaster Management Advisory Forum
The forum is functional and most stakeholders in the District attend meetings. The attendance from municipalities is not at the expected levels.

Fire Protection Association

Two FPA's were established in the Umsobomvu municipality and they are operational. Interest for the establishment of FPA's in other areas has increased and these are Emthanjeni and Siyancuma municipalities. The FPA's assist in the identification of fire risk and fighting fires in their area of jurisdiction.

Training of volunteers

The Noupoort FPA conducted training for its members during the financial year, 32 volunteers received training.
No training of volunteers could take place during this period within the municipality. The municipality has 80 volunteers on its data base.

Emergency Incidents
A number of emergency incidents took place during this period in the region. Incidents reported were domestic and veld fires, motor vehicle accidents and other incidents.

Domestic and veld fires

A number of domestic and veld fires were reported during this period:

Domestic fires

- Emthanjeni Municipality

22 domestic fire incidents were reported in this area that damaged property and left one person injured.
No cost estimation could be attached to the damage as there were no reports indicating that.

- Umsobomvu Municipality

One fire incident was reported in this area during this period, the house was totally gutted by the fire and one life was lost.

- Thembelihle Municipality

One fire incident was reported from Strydenburg and two people lost their lives during the fire.

Veld Fires

Several veld fire incidents were reported from different municipal areas during this period. The FPA's and the SANDF played a very big role in assisting municipalities to fight these veld fires.

- Emthanjeni Municipality

81 veld fire incidents were reported from this area during this period and this led to a total of 70 000 hectares of grazing land to be destroyed but fortunately no human life, livestock or property was destroyed.

- Umsobomvu Municipality

Veld fire incidents were reported from this area and 126 000 hectares of grazing land was destroyed. Unfortunately one life was lost and two farm workers were seriously injured. A number of livestock was also lost during the incidents.

- Ubuntu Municipality

Three veld fire incidents were reported in this municipal area and a total of 42000 hectares of grazing land lost. Fortunately no human life, livestock or property was damaged during the incident.

- Siyancuma municipality

Two incidents were reported from this area with a total number of 26000 hectares of grazing land lost. No livestock was lost or damage to property took place.

Motor Vehicle Accidents

The following Motor Vehicle Accidents were reported to the emergency centre during this period

N1	N9	N10	N12	Total Injured	Total Injured	Total Fatalities
110	21	42	53	160	767	56

NB: A total of 18048 emergency calls were received by the emergency centre.

Wind storm

- Siyancuma Municipality

The area of Plooysburg was hit by a wind storm on the 20th November 2012 at about 16h00. Damaged was caused to houses and inhabitants were left without houses but through the intervention of the District Municipality and the Department of Social development temporary shelter could be provided.

Special Events

Several events took place within the region during this period and the Disaster Management division played a pivotal role in ensuring the successful hosting of these events.

- Health Awareness Week.

This event was held on the 14 February 2012 at Nonzwakazi Community Hall. No incidents were reported during this event.

- Schools District Athletics

The athletics took place on the 24 February at De Aar sports grounds, with different schools taking part.

- Emergency Evacuation Drill.

Two exercises were performed during this period, one being performed at Hydra Power Station and the other one being an emergency evacuation exercise in the work place.

The aim of the exercises was to evaluate the response capacity of the centre and emergency services as a whole.

- Provincial Health Week

This event was held in Victoria West on the 24 March 2012 and no incidents were reported during and after the event.

- Road Accident Assimilation.

On the 28 March 2012 between Britstown and Victoria West on the N12, a road accident assimilation was conducted involving a bus carrying passengers. The aim of the assimilation was aimed at evaluating the response time of all relevant stakeholders in the event of an accident were many passengers are involved.

- The Phelo-Phepha Train

This event took place from the 9th to the 15th June 2012 at the train station in De Aar.
No incidents were reported during this event and no debriefing was held.

- Injury on Duty

No injury on duty incidents were reported for this period. The municipality experienced one incident of suicide and the colleagues that came across the incident were sent for counselling.

Three workers were sent for counselling and two of three responded positively to the counselling.

- Occupational Health and Safety

A new health and safety committee was elected in September 2012 and its purpose is to ensure that the all health and safety issues are attended to and there is compliance with legislation.

Radio Network

The radio network of the district is functioning well excluding the Griekwastad, Witsand and Niekershoop sites that needs to be upgraded (Replacing the outdated repeaters and cables)
The NEAR system is still the property of the SANDF; negotiations of handing over the system are still on-going. Financial implications for the handing over process are not known yet.

Fire and Near Grants

The municipality used to receive funds for the management of the Disaster Management Centre from the Provincial Treasury. The funds assisted in implementing some of the functions of the centre. The funds were withdrawn as from the 2012/2013 financial year and this will adversely affect the operations of the centre.

Appendix A: Annual Performance Evaluation Report 2011/12
Appendix B: Annual Financial Statements as per 30 June 2012
Appendix C: Auditor General's Report on the Annual Financial Statements 2011/12

[Not available yet]